

# Chepping View Primary Academy SCITT

Cressex Road, High Wycombe, Bucks HP12 4PR

CEO and Accounting Officer: Mr J Mason

SCITT Leader and Programme Manager: Mrs H Rouse



Tel.: 01494 535564

Web: [www.cheppingviewscitt.com](http://www.cheppingviewscitt.com)

**"Everybody Matters at Chepping View"**

## **SCITT Administrator**

Are you looking for a new challenge working in an administration role that provides exciting opportunities for training and development, in a rewarding environment? If the answer is yes, then we would love to hear from you.

An opportunity has arisen to work as part of our great team at Chepping View Primary Academy SCITT (School Centered Initial Teacher Training). We are looking to strengthen our administration team by appointing a highly motivated **SCITT Administrator** to support us on our exciting ambition for future growth.

We will consider flexible hours and the appropriate job salary, for the right candidate.

<b>Job Title:</b>	SCITT Administrator
<b>Job Salary:</b>	Bucks Pay Range 2 (currently £21,879- £23,961 FTE) Pro rata to be agreed/weeks)
<b>Contract Type</b>	Fixed term to August 2024
<b>Hours</b>	20-25 Hours per week. With flexibility for the right candidate
<b>Location:</b>	High Wycombe
<b>Start date:</b>	ASAP
<b>Closing date:</b>	23 <sup>rd</sup> May midday- <b>Interviews may be offered prior to the closing date, upon receipt of an exceptionally strong application.</b>

### **About us:**


Chepping View Primary Academy SCITT (School Centered Initial Teacher Training) is an expanding and specialist primary teacher training provider, we are part of Inspiring Futures Partnership Trust and are proud to be based at of Chepping View Primary Academy, an extremely popular, oversubscribed and Ofsted Outstanding primary academy, National Support School and DfE Behaviour Hub Lead School.

Chepping View Primary Academy SCITT offers primary school teacher training in South Bucks, centred around High Wycombe, giving graduate trainees a high-quality primary school-based teacher training programme. Our course leads to Qualified Teacher Status (QTS) and an optional Postgraduate Certificate in Education. School placements are completed in Buckinghamshire and the surrounding areas.

For more information about the SCITT please visit: <https://www.cheppingviewscitt.com/>



National Support School  
designated by  
  
National College for  
Teaching & Leadership

Initial  
Teacher  
Training  
Accredited Provider  




### **We are looking for someone who:**

- Is a good team player with strong interpersonal skills
- Is self-motivated with the ability to multi-task and prioritise
- Previous experience in an administrative role
- Excellent IT skills with social media and website maintenance experience
- Excellent customer service and communication skills
- Strong organisational and time management skills
- Welcoming personality and the ability to meet and greet at events

### **Key responsibilities include:**

- General Administration
- Marketing and creative communications
- GDPR responsibilities, including management of our database and records
- Support with trainee recruitment, selection and induction processes
- General finance
- Partnership School support

Please refer to the SCITT Administrator Job Description and Personal Specification.

### **Application Process**

#### **Further information:**

To discuss the role further please contact Hayley Rouse (SCITT Leader) via email: [hrouse@cvpa.school](mailto:hrouse@cvpa.school) or telephone 01494 535564 (option 3)

#### **Visits:**

Visits to the SCITT are warmly welcomed and to be arranged in advance. Please email: [hrouse@cvpa.school](mailto:hrouse@cvpa.school) or call 01494 535564 (option 3) to arrange a visit.

#### **How to apply:**

Interested candidates should complete the attached application form, which includes a personal statement that should outline your suitability for the post by referring to the job description and person specification detailed above.

Email completed application forms to: [hrouse@cvpa.school](mailto:hrouse@cvpa.school)

If you require an alternative application format please send email: [hr@ifptrust.co.uk](mailto:hr@ifptrust.co.uk)

Early applications are encouraged, we reserve the right to interview strong applicants before the closing date of this advert.

**Closing date:** 23<sup>rd</sup> May, midday (**Interviews may be offered prior to the closing date, upon receipt of an exceptionally strong application**)

**Shortlisting:** Candidates will be notified if they have been successful for interview

Inspiring Futures Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Online searches will be completed prior to shortlisting and an enhanced DBS check will be sought from the successful candidate.

