

# 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



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**"Everybody Matters at Chepping View"**

## **SCITT Administrator - Job Description**

This Job Description is indicative of the role for the current status of the SCITT, the role may vary as the SCITT develops and grows.

Job Title:	SCITT Administrator
Salary:	Bucks Pay Range 2 (currently £21,879- £23,961 FTE) Pro rata to be agreed/weeks)
Hours of work:	20 – 25 Hours per week, flexibility for the right candidate
Location:	High Wycombe
Start date:	ASAP

### **Job Purpose**

- To provide excellent levels of administrative and customer service support across our School Initial Teacher Training programme:
- To support the work of CVPA SCITT by providing high quality support as part of a committed and flexible team including one other administrator
- To maintain confidentiality in respect of personal records and data in line with the General Data Protection Act
- At all times act in accordance with agreed local and National policies and procedures

### **General Administration**

- Collate, scan, analyse and email trainee feedback forms from SCITT training sessions
- Provide admin support e.g. photocopying, filing, completion of forms, respond to correspondence via various media
- Undertake typing, word processing and other IT-based tasks
- Organise meetings internally
- Source and order stationery, marketing materials and other supplies
- Support programme leaders and cover incoming enquiries when SCITT Managers are in meetings / lesson observations etc
- Support management of the SCITT centre via caretaker, cleaners etc
- Manage ECT transition documentation



National Support School  
designated by  
  
National College for  
Teaching & Leadership

Initial  
Teacher  
Training  
Accredited Provider



## **Marketing and Communications**

- Assist in the production, printing and distribution of documents including handbooks, folders, attendance lists
- Assist in the marketing of the programme, updating the website and open days
- Organise hospitality including graduation day, induction day
- Send out termly questionnaires, marketing materials and organise packs (for interviews, open days, new partner schools)
- Make sure all policies are up to date and updated on website
- Support with general website maintenance

## **GDPR, database management and records**

- Assist in maintaining manual and computerised records / management information systems e.g Teams
- Provide support maintaining and collating relevant documentation including application forms and recruitment / selection paperwork
- Update GDPR
- Maintain a central electronic copy of all master documents

## **Finance**

- Registration and confirmation of attendance of student loan students on the student loan portal, HEP Services
- Initiating invoice requests for trainers and partnership schools

## **Partnership schools**

- Support in the recruitment of partnership schools
- Communicate specific training to stakeholders

*This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the SCITT Leader & Programme Manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.*

