



Job Description: SCITT Administrator (Level 3)

Reports to: MBITT Director of ITT

Purpose of Job: Providing high quality administrative support to the Mersey Boroughs School Centred Initial Teacher Training (SCITT)

Key Responsibilities: The SCITT Administrator role is a unique post that requires outstanding verbal and written communicative skills along with a substantial level of self-reliance, creativity and initiative.

- To provide admin support to the SCITT director and wider team, including the preparation of programme resources, photocopying, organisation of meetings, preparation of reports, minute taking, drafting of written communications, collation of trainee documentation for placements, collation of assessment records and other trainee information as required.
- To serve as a point of contact for the SCITT, handling written and telephone enquiries from potential applicants, external agencies and other stakeholders in a welcoming, efficient and professional manner.
- Responding to the needs of past, present and future trainees in a friendly, discreet and professional manner.
- Liaising with trainees, mentors and tutors located in a wide range of schools regarding requirements and delivery of the ITT programme and scheduling meetings as required.
- To administer and minute as necessary Board and Committee meetings.
- Analyse and evaluate data / information and produce reports / information as required
- Help maintain internal manual and computerised records and/or management information systems for trainees tracking recruitment, progress during training and post training.
- Manage the administration of school lettings and other uses of school / SCITT premises
- To maintain student records on external agency databases i.e. the DfE Apply and Register systems for Managing Teacher Training and Student Loans Company (SLC).
- Administer and process required census information accurately and to deadline.
- To maintain and administer MBITT SCITT records on DfE Apply, including but not limited to:
 - Monitoring and screening of incoming applications
 - Communications with applicants, including offers and withdrawals
 - Setup and maintenance of courses, locations and vacancies
- To liaise with the MBITT Finance team regarding:
 - payments, funding and monitoring of the budget
 - generating and processing of SCITT invoices
 - To liaise with responsible person for the schools payments
 - Support management of all financial administration
- Maintain stock and supplies of resources, cataloguing and distributing as required.
- To administer the trainee recruitment & selection process – invitations to interview, scheduling interviews, maintaining contact and communication with all parties including host schools and panel members from partnership schools, making conditional and unconditional offers, documenting shortlisting procedure, and monitoring applications for ethnicity, disability, gender and religious background, where declared
- To liaise with Knowsley HR team regarding pre-employment checks, including DBS, Right to Work, Disqualification by Association etc. and maintenance of the Single Central Record.
- To track and maintain a record of employment profiles of successful trainees following the completion of the programme.
- To prepare and attend recruitment fairs alongside the SCITT Director to promote MBITT as required (this may require some out of hours working but notice would be given.)



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- To maintain the MBITT SCITT social media platforms and inc website:
 - as a central portal for trainees and mentors to access appropriate activities and resources, including updating documentation
 - managing the public website and ensuring information is up to date
- Production and distribution of marketing materials
- Co ordination of marketing and information events across the partnership
- To attend DfE, SCL and NASBTT training events for administrators.

General Duties

- Assist with house-keeping duties when required, including organising refreshments, setting up training rooms etc. for training and recruitment and selection days
- Attend and participate in regular meetings
- Work as part of a team, appreciating and supporting the role of other people in the team.
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos and aims of MBITT and St Mary & St Paul's C of E primary School.
- To maintain confidentiality in respect of personal records and data in line with GDPR policies
- To undertake other such duties and responsibilities of an equivalent nature, as maybe determined by the Director of SCITT or SCITT manager.
- To take a full and active part in personal appraisal process including a skills and training audit on an annual basis.

Notes:

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description