

Person Specification: SCITT Administrator (Level 3)

Job title:	SCITT Administrator Level 3	
Establishment or team:	Mersey Boroughs ITT in partnership with St Mary and St Paul's School, Prescot	
	Essential Criteria	Desirable Criteria
Qualifications	4 GCSEs or equivalent Grade A – C or equivalent, to include Maths and English	Attainment of level 3 qualifications or equivalent (eg: A Levels, AVCE) Administration Qualification
Professional Experience	Minimum of 3 years practical experience of working in an office environment (clerical/administrative/financial) Experience of working with different stakeholders Excellent computer skills including knowledge of word and excel programmes Experience of Financial Management and procedures.	Experience of working within a school office Experience of working on the following SIMS modules – Finance 6, Personnel & Attendance Knowledge and experience of SCITT and school policies relating to health and safety, behaviour, attendance, equal opportunities, Safeguarding
Knowledge	Excellent IT Skills including Microsoft word, Excel and Outlook systems as well as social media with a willingness to learn about other IT programmes used by the SCITT in relation to teacher training. Knowledge of school administration practices and procedures and willingness to learn about SCITT administrative systems. Knowledge of relevant policies/codes of practice and an awareness of relevant legislation. An understanding of safeguarding issues relating to children and other stakeholders Knowledge and awareness of the importance of confidentiality and data protection An understanding of the ethos of a school	An awareness of Health & Safety issues
Skills / attributes	Ability to fulfil reception duties including; <ul style="list-style-type: none"> • a polite professional telephone manner • ability to take and relay accurate messages • providing a first point of contact service for potential applicants, visitors, SCITT staff, schools and other outside agencies Ability to undertake a range of office administration, accurately and efficiently including data entry skills Excellent communication skills, both verbal and written to SCITT tutors, visitors, school-based staff and other outside agencies. Ensures that method of communication is appropriate to achieve the required result. Provides	First Aid Certificate Ability to handle cash for banking, petty cash and administer SCITT accounts

	<p>factual information as requested or re-directs requests to a more appropriate person.</p> <p>Able to identify, the needs of the SCITT office, including the extended services offered by the SCITT</p> <p>Excellent organisational skills</p> <p>Ability to prioritise workload and to work to, and to meet, deadlines</p> <p>Ability to problem solve</p> <p>Ability to work accurately under pressure in a very busy environment</p> <p>Ability to work using own initiative and as part of a team</p> <p>Ability to work in partnership with all SCITT staff, including school based mentors and tutors with resilience and enthusiasm.</p> <p>Acts in a manner consistent with team goals, standards and values, actively co-operating with colleagues in own area. Maintains open and honest relationships with colleagues and shows sensitivity to the needs and feelings of others. Actively listens to take account of others' views and opinions. Works with the team to generate solutions and reach consensus.</p> <p>Responds positively to the change process. Helps others to understand the need and reasons for change. Effectively implements new ideas and methods to adapt working practices. Helps plan, develop, set up and monitor systems and processes to effect change. Challenges conventional thinking and existing practices</p>	
<p>Personal</p>	<p>Good timekeeping</p> <p>Excellent health and attendance record</p> <p>Discreet & confidential whilst remaining professional, tactful & sensitive</p> <p>Warm and approachable manner with good inter-personal skills</p> <p>Sets high standards and expectations for self</p> <p>Flexibility attitude to work including;</p> <ul style="list-style-type: none"> • working hours, • demands and changes in the role • willingness to be involved in the wider school (St Mary & St Paul's) <p>Smart professional appearance</p> <p>Total honesty, integrity, and reliability</p> <p>Energy, enthusiasm, adaptability and a good sense of humour</p>	



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	<p>Ability to build and maintain successful relationships with people, treat them consistently, with respect and consideration.</p> <p>Ability to work collaboratively with colleagues and carry out the role effectively, knowing when to seek help and advice.</p> <p>Ability to improve your own practice through observations, evaluation and discussion with colleagues</p>	
Training	<p>Evidence of recent and relevant training</p> <p>Willing to undertake training in school based ITT /DFE computer systems as necessary</p> <p>Willing to attend SLC, NASBTT and DFE training events for administrators as required</p>	
Other	<p>Commitment to Safeguarding and protecting the welfare of children and young people</p> <p>Commitment to Health and Safety</p> <p>Commitment to Equality and Diversity</p>	

This post has significant access to children and young people and as such the successful candidate will be expected to undergo a Criminal Records Bureau fully enhanced check.

Note: We will always consider your references before confirming a job offer in writing