



Mersey Boroughs ITT Partnership
St Mary & St Pauls CE Primary School
Bryer Road
Prescot
L35 5DN
Telephone: 0151 443 2663
Email: merseyboroughsitt@knowsley.gov.uk



Mersey Boroughs ITT in partnership with St. Mary & St. Paul's C.E. Primary School
Bryer Road, Prescot, L35 5DN
Accounting Officer and Chair of Partnership: Paul Brooksbank
Director of ITT: Philip Eastwood

SCITT Administrator Level 3

Band G / SCP 19 – 22

22.5 hours per week / 46 weeks per year (Term Time)

£29,777 - £31,364 pro rata, per annum

[Actual Salary £16,463 - £17,341 per annum]

**Fixed term contract for one year from 1 September 2024,
with an opportunity to be made permanent**

Mersey boroughs ITT in partnership with St. Mary and St. Paul's School is looking to appoint an enthusiastic and dynamic worker to join our team. This role is a temporary contract.

A new and exciting vacancy has arisen for an Administrative Assistant to support the expanding SCITT programme run by Mersey Boroughs ITT Partnership. MBITT SCITT is a highly successful Accredited Provider of School-Based Initial Teacher Training. We offer a high-quality initial teacher training programme in partnership with primary schools across the Merseyside region and beyond.

You will be joining a small, friendly team and a vibrant organisation where opportunities for ongoing professional development are encouraged, as appropriate.

To apply for the role, you will be able to demonstrate excellent written and verbal communication skills and the ability to work independently and as part of a team. A good working knowledge of Word, Excel and Outlook is essential.

Our SCITT in partnership with school is fully committed to safeguarding and promoting the welfare of our children and we expect all staff and volunteers to share the same commitment. The above post will be subject to enhanced DBS checks, satisfactory references and will be exempt from the provisions of the Rehabilitation of Offenders Act 1974

By engaging in this recruitment process, shortlisted candidates consent to an online search in line with the Keeping Children Safe in Education Statutory Guidance

For an application pack please contact
Gemma Baxendale, School Business Manager 0151 426 6869
maryandpaul@knowsley.gov.uk

Closing Date: Monday, 8 July 2024 at 12noon

Shortlisted candidates will be invited to Mersey Boroughs ITT at St Mary and St Paul's school for interview. The interviews and task will be held on **Wednesday, 17 July 2024.**

Please contact Helena Bradshaw/Philip Eastwood for further details on 0151 443 2663.