
JOB DESCRIPTION

Job Title: Administrative Officer (GORSE SCITT)
Grade: C1 37 Hours per week Term Time Only + 25 days
Reporting to: Director of the Bradford SCITT/Principal of Teaching Schools

Job Purpose:

To work as Personal Assistant to the School Centred Initial Teacher Training (SCITT) Director of Bradford but also work under own initiative to ensure the day to day running of the SCITT programme.

Responsibilities:

- Liaise with Partners to establish their trainee recruitment needs
- Liaise between GORSE SCITT Leeds and GORSE SCITT Bradford as appropriate
- Provide an initial point of contact for the SCITT to all external agencies
- Assist in arranging and coordinating staff events ensuring vacancies are marketed to the local community and beyond
- Update and maintain UCAS profiles for the SCITT Programme
- Assist on all Programme recruitment, arranging interviews, acting as first point of contact, ensuring Safer Recruitment processes and checks (such as DBS, qualification, overseas etc.) are undertaken appropriately by all involved
- Maintain and regularly publish recruitment and selection data within the Partnership
- Update and maintain DfE profiles for the SCITT Programme
- Monitor and report on the attendance of the cohort
- Provide appropriate returns in relation to the Programme to the DfE, including recommendations of QTS and census returns which confirm funding arrangements
- Provide accurate information to the Executive Board and other appropriate bodies as requested ensuring all information is fair and accurate
- Record and support the progress of the trainees and future employment and report accurately to bodies such as OFSTED and DfE
- Support the Director of Bradford to ensure compliancy in all ITE activity
- Support the Director of Bradford in tracking the progress of SCITT trainees in their NQT year
- Ensure that all partner organisations are kept up to date with the strategy and practice of the SCITT
- Provide secretarial services to key partnership meetings such as Professional Mentors
- Liaise with TGAT Finance to ensure all financial records and transactions are accurate
- Monitor and liaise with funding organisations, i.e. SLC, NCTL, Scholarships
- Respond to any requests made by the SCITT Director of Bradford regarding Teaching School Status, ensuring key financial returns are completed to ensure continued funding
- Inform successful recruits of the funding arrangements around ITE and provide suitable guidance to enable them to make personally appropriate choices and for TGAT to efficiently access the associated funding
- Maintain accurate records of all trainees to ensure correct bursaries are downloaded and distributed
- Coordinate with Partner Institutions, schools and universities: recording spending and ensuring the correct amounts are passed to partner schools efficiently
- Share the income raised from SEP with the departments
- Promote SEP with potential applicants
- Driving is essential

Other Duties:

- Form positive professional relationships, and work in partnership with colleagues throughout the trust.
- To willingly engage with training as required.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.

Any Special Conditions of Service:

- ***The post is subject a six -month probationary period***
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours, on occasions, in order to meet the variable nature of workloads and deadlines and to support events.
- ***Contribute to the overall ethos/work/aims of the trust.***
- The trust operates a No Smoking Policy.

Personal Responsibilities

- Hold positive values and attitudes and adopt high standards of professional behaviour.
- Carry out the duties and responsibilities of the post, in accordance with the Trust's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Take responsibility for safeguarding and promoting the welfare of children and young people.

The GORSE Academies Trust is committed to safeguarding and promoting the wellbeing of all children and we expect our staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure and Barring Service (DBS) check. We promote diversity and aim to establish a workforce which reflects the population of Leeds and Bradford.