

## Job Description

### SCITT Administrator

Salary Grade: HCC payscale D  
Hours: 25 hours - term time + 10 days in holiday = 41 weeks per year  
Contract: Permanent  
Responsible to: SCITT Director  
Responsible for: N/A

#### Principal Roles:

- To provide comprehensive administrative management to the SCITT Director and key personnel in partnership schools
- To ensure, with the SCITT Director, compliance with the DfE's ITT Criteria

#### Primary responsibilities:

The SCITT Administrator is the front line for all queries. S/he deals with all administrative matters on a daily basis. Responsibilities will include:

- Marketing SCITT places
- Organising information events and preparing publicity materials
- Managing the application system
- Ensuring that all recruitment procedures have been met
- Ensuring all trainees recruited onto the programme have appropriate DBS clearance and communicating delays or anomalies to schools
- Liaising with external agencies such as UCAS and the DfE
- Liaising with partnership schools re all administrative matters
- Liaising with trainees re all administrative matters
- Liaising with the University of Winchester re all administrative matters
- Reviewing and updating the website
- Ensuring that all trainees have access to the website
- Maintaining a social media presence
- Responding to queries about the SCITT and the provision
- Booking business travel arrangements for SCITT Director
- Maintaining an electronic filing system, ensuring processes and software are up to date and in working order
- Revising and reviewing (with the SCITT Director) appropriate policies and procedures
- Complying with statutory and DfE legislations
- Being aware of and complying with policies and procedures including those relating to child protection, health & safety, security & confidentiality and ITT Criteria
- Working co-operatively with others towards shared goal
- Undertaking other duties as required by the SCITT Director commensurate with the grade of the post