

Person Specification			
Priorities	<ul style="list-style-type: none"> ➤ To undertake administrative tasks to support the SCITT Director ➤ To work with external organisations and systems linked to trainee applications and student finance ➤ To be excellent at multitasking 	Role	SCITT Administrator
		Salary	Grade D D: FTE £20,830 - £23,411 (actual £12,656- £14,224)
			25 hours per week Term time + 10 days (in holidays) = 41 weeks per year.
	Essential	Desirable	Evidence
Qualifications/ Training	<ul style="list-style-type: none"> • English & Maths A-C or equivalent 		<ul style="list-style-type: none"> • Letter of Application • Interview • References
Experience	<ul style="list-style-type: none"> • Excellent Administration experience 	<ul style="list-style-type: none"> • Working in an HEI or school environment 	
Skills/ Knowledge	<ul style="list-style-type: none"> • High level of accuracy and attention to detail • Proficiency in standard IT applications, particularly Microsoft Office (word processing and spreadsheets), PowerPoint • Ability to communicate effectively 	<ul style="list-style-type: none"> • Touch typing • UCAS Weblink • DfE DTTP (Database for Trainee Teachers and Providers) • DfE Course Management System • DfE Jaggaer • WordPress • Vretta – Elevate My Maths • Student Loan Portal <ul style="list-style-type: none"> ○ Course Management System ○ Student Information System ○ Bursary Information System • NARIC Database for overseas qualifications 	

Personal Attributes	<ul style="list-style-type: none"> • Ability to work as part of a team • Flexibility to manage a varied workload with competing priorities • Well-developed interpersonal skills enabling effective relationships with a variety of different people • Ability to remain calm under pressure and have a sense of humour • Ability to maintain strict confidentiality • Be able to work on own initiative 		
Other	<ul style="list-style-type: none"> • Excellent punctuality and attendance • Successful completion of DBS and other employment checks 		