

2Schools Consortium Programme Administrator

JOB DESCRIPTION

Job Title: 2Schools Consortium Programme Administrator

Grade: 5

Range: £14,103- £15,420 (8am to 12:30 Mon-Fri)

Responsible to: The Head teacher, Programme Leader, Business Manager, OPS
Governing Body

Responsible for:

Job Purpose

- Supporting senior staff with Initial Teacher Training programmes: Postgraduate Teaching Apprenticeship (PgTA), School Centred Initial Teacher Training (SCITT) and Assessment Only Route (AOR); administration of recruitment
- Completing administration tasks including collating and monitoring relevant information necessary for the Initial Teacher Training programmes and students: Postgraduate Teaching Apprenticeship (PgTA), School Centred Initial Teacher Training (SCITT) and Assessment Only Route (AOR)
- Financial management of the consortium and related administration tasks including reporting in relation to all programmes and maintaining the income and expenditure records of 2Schools Consortium

Key External Contacts

Department for Education, NASBTT, Funding agencies, schools, trainers, consultants, universities, general public

Key Internal Contacts

The Head teacher (Accounting Officer for 2Schools), Programme Leader, Business Manager, OPS Governing Body, School staff, pupils, volunteers

Major Tasks, Duties and Responsibilities

ITT Administration and Support

- Acting as first point of contact for 2Schools Consortium
- Carrying out a range of administrative duties, e.g. organising meetings, producing and circulating minutes of meetings, responding to enquiries, accurately producing, storing and retrieving paper and electronic documents for programmes and students
- Setting up and maintaining manual and computerised record information systems e.g. trainees' records via the DfE portals, contracts, trainers, schools, events
- Attending meetings; taking and distributing minutes
- Liaising with trainees, schools, university partners and other contributors
- Liaising with trainers and booking training
- Organising and coordinating events for 2Schools Consortium including provision of resources and hospitality
- Arranging the booking of and smooth running of the 2Schools graduation ceremony
- Keeping up to date with national developments and ensuring that administrative processes and record keeping comply with DfE and GDPR requirements
- Maintaining effective systems to support the tracking and reporting of trainees' progress and the quality assurance of provision's systems and processes
- Managing the ESFA's apprenticeship portal and Individual Learners Records (ILR)

ITT Recruitment and admission

- Set up and deliver information events
- Updating the 'Publish Courses' portal
- Managing the 'Apply for postgraduate teacher training courses' portal
- Setting up, maintaining and updating trainee records
- Coordinating and organising interviews
- Completing all required safer recruitment documentation
- Liaising with Programme Leader/other key staff to arrange trainees' placements
- Managing the registration of trainees on the DfE's 'Register' and liaising with the partner university to register and maintaining trainees information with them
- Completing safer recruitment process for 2SC trainees in preparation for employment
- Managing and updating the 2Schools website

Financial

- Supporting the Programme Leader in managing financial requirements set by the DfE including budget setting, termly monitoring of income and expenditure
- Producing budget information and documentary returns
- Supporting financial compliance of the provision by adhering to the terms and conditions of grants as set out by the DfE
- Ensuring the financial viability of the provision by keeping accurate records of event costings and regularly advising the Programme Leader of forthcoming events and bookings
- Preparing for, administer and oversee to annual 2SC Financial Audit by liaising with external auditors

- Managing the day to day financial management of 2Schools including monitoring of all income, invoices paid and raising of invoices to other stakeholders. Deal with queries in relation to these
- Maintaining robust systems to ensure that all fees and income are received, for example annual membership fees and payments
- Monitoring payments and chase up outstanding debts
- Maintaining accurate records in line with requirements of Student Finance England as required
- Preparing termly financial reports to 2SC Strategic Board and OPS Governing Body
- Working cooperatively with the School Business Manager and their Admin Team to ensure consistency and mutual support
- Liaising with the LA Apprenticeship Levy Manager to set up accounts for employers/schools
- Working with the SBM to ensure compliance with the School Financial Value Standards (SFVS), Schemes of Delegation and the DfE Consistent Reporting Financial Record

General

- Playing a full part in the lie of 2Schools supporting its value, vision and ethos
- Fostering and maintaining positive relationships with all internal and external stakeholders
- Contributing to the welfare and pastoral support of trainees
- Participating in training and other learning activities as required, and identifying own areas of strength and development needs
- Participating in the School's annual appraisal process
- Complying with all policies and procedures, including Child Protection and Safeguarding, Health and Safety, confidentiality and data protection
- Maintaining confidentiality in respect of all records and information

The post holder may undertake any other duties that may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that any changes of a permanent nature shall be incorporated into the Job Description in specific terms following consultation with recognised Trades Unions.

Other requirements:

- To have an up-to-date Enhanced DBS

PERSON SPECIFICATION FOR

PROGRAMME ADMINISTRATOR

Attributes	Essential	Desirable
QUALIFICATIONS & TRAINING	<ul style="list-style-type: none"> • Good standard of general education in English and Maths – GCSE or equivalent • Good written and verbal communication skills • Good IT competency in Microsoft office packages including Excel • Good numeracy skills • Good level of relevant training • Good typing skills 	<ul style="list-style-type: none"> • Recognised financial/business qualification
KNOWLEDGE & EXPERIENCE	<ul style="list-style-type: none"> • At least 3 years office administration experience at a senior level • Experience of working effectively on own initiative without close supervision and organising own workload to meet deadlines • Working with people in a welcoming manner • Experience of using Microsoft Office packages • Experience of using computerised accounting systems for creating purchase orders and processing invoices • Experience of raising invoices and credit control • Experience of designing and maintaining complex financial spreadsheets 	<ul style="list-style-type: none"> • Knowledge and understanding of managing the systems and processes related to apprenticeship • Experience of school office based work • Experience of marketing promotional work and desirable including managing a website • Experience of supporting others in a pastoral role
COMPETENCIES & PERSONAL SKILLS	<ul style="list-style-type: none"> • Ability to act with discretion and maintaining confidentiality • Ability to deal appropriately and communicate effectively with children, staff, parents and visitors to the school in a calm, professional and friendly manner • Ability to work as part of a team • Ability to work in a highly pressurised environment • Highly motivated and creative • Ability to respond positively to change, advice and support • Effective communication skills, both verbal & written • Eye for detail and committed to accuracy • Ability to relate to adults & children of all ethnic & cultural groups • Good organisational skills to meet demands & deadlines of the role • Ability to work from own initiative 	<ul style="list-style-type: none"> • Ability to report and present information for analysis
OTHER JOB SPECIFIC REQUIREMENTS	<ul style="list-style-type: none"> • Commitment to the school's policies and procedures • Ability to work flexibly • Understanding the importance of Safeguarding in schools 	