

## **Job Description: Programme Administrator for CTSN SCITT**

**Salary** - Scale 3, Point 5 (£19,312 full time salary) £8,660 pro rata

**Hours** - 20 hours per week, term time only

**Line Management** - Secondary Hub Lead: Angela Rodda

### **Role purpose**

To provide effective administrative support for the effective organisation and smooth running of one of the CTSN SCITT training hubs- Cambridge. The current team of Programme Administrators will be the first point of admin support for trainees in the relevant hub, and the centre of the communication network for trainees, mentors, professional & personal tutors, trainers, moderators, senior tutors, etc.

### **Key responsibilities**

- Provide effective admin support to the Hub Leader.
- Provide the first point of admin support for trainees in the relevant hub.
- Maintain effective communication between trainees, schools, tutors, trainers and others involved in the CTSN SCITT training programme in the relevant hub.
- Maintain the Hub's VLE, to ensure that all materials to which trainees need access are available to them via the VLE / OneNote notebook; liaise with trainers for the effective dissemination (via the VLE) of all Core Training resources.
- Liaise effectively with the other SCITT administrators to ensure consistent and smooth running of all aspects of the course.
- Communicate ahead of time with trainees for Core Training days; and liaise with site management, IT support, catering, etc. to ensure the smooth running of the core training days. (Including posting resources two days in advance of any core training to ensure accessibility for our SEND trainees.
- Make arrangements for any pupil panels or lesson observations, etc. that might form part of the Core Training programme.
- Send out agendas and reminders for all mentor conferences and professional/personal tutor meetings.
- Arrange for suitable rooms and refreshments for all meetings relevant to the Hub.
- Organisation of the processes of reporting and moderating trainee progress ready to report to our Senior Leads group and Strategy group- all outlined in our reporting calendar.
- Collation of raw data from the reporting, evaluation and moderation process and reporting this in a consistent way with other hubs.
- Organisation of school visits such as EAL, SEND and Primary visits.
- Liaise with the finance office to process any claims or invoices related to the Hub training programme.
- Attend admin meetings with the secondary Hub and overall administration meetings.

## **Conditions of employment**

In addition to the responsibilities described above, you are required to carry out any other duties of a similar nature at the reasonable request of your line manager.

You:

- should support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- should uphold the school's policy in respect of child protection and safeguarding matters.
- will be subject to all relevant statutory and institutional requirements.
- may be required to perform any other reasonable tasks after consultation.

This Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This Job Description will be subject to regular review and any changes will be made in consultation with the post holder. The aim will always be to reach agreement on any changes but, if agreement is not possible, the Governing Body reserves the right to make the changes following consultation.

All members of staff are required to participate in the performance management scheme.

**The Cam Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**