

Applicant Pack

To be read in conjunction with our 'Join our staff' brochure



Outstanding Achievement for All

Job Advert



RECRUITING • TRAINING • DEVELOPING TEACHERS

The South Yorkshire Teaching Hub is a new organisation within Chorus Education Trust, based at Silverdale School. The Hub is one of the pilot Teaching School Hubs, funded by the Department for Education and will be part of a national network of 87 Teaching Hubs.

The Hub will be the place to go for professional development – for both current teachers and those looking to join the profession. It will develop, co-ordinate and promote the work of a range of partners across Sheffield and Rotherham, supporting the journey of teachers from Initial Teaching Training (ITT) to becoming Headteachers and Chief Executive Officers.

The South Yorkshire Teaching Hub is part of Chorus Education Trust, and as such all appointees may be required to work at any Trust site in the future.

SYTH Administrator – Maternity Cover

Salary Scale Grade 4 (SCP7-12)

(£20,092 - £22,183)

37 hours per week – 52 weeks per year

Required from August 2021

About this vacancy

We require an experienced administrative assistant to work in the busy SYTH admin team from August 2021 to cover a maternity leave. The post holder will report to the STSA Team Co-ordinator and the Strategic Director.

Applicants should have some experience of school administration.

Applicants are welcome to discuss any aspect of the role with Sarah Fidler or Katherine Lewis-Ward.

To apply

The full application pack is available from www.chorustrust.org/vacancies and completed Chorus Trust application forms should be sent to Jill Rishworth (HR Administrator) at: recruitment@silverdale-chorustrust.org

Please note that CVs and Sheffield City Council application forms will not be accepted.

Deadline for applications: **11.59pm on Sunday 16 May 2021.**

Interviews to be held: **week commencing 24 May 2021.**

The successful candidate will be required to complete a Disclosure & Barring check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

Job Description: summary

| | |
|---|---|
| Post title: | SYTH Administrator |
| Profile: | BS2.5 |
| Grade: | 4 |
| Grade Spinal Point Range: | 7 to 12 |
| Accountable SLT Post: | Director of SYTH |
| Line Manager of Post Holder (if different): | TSA Co-ordinator |
| Staff to be supervised or line managed by post holder: | N/A |
| Holiday and sickness relief by/for: | By and for other SYTH administrative staff |
| Purpose of job: | To assist in the delivery of an efficient and effective administrative support service to all parts of the Teaching School (SYTH) |
| | This post may work across the Trust schools. |
| Version revised: | April 2021 |

Job Description: duties

The post holder must at all times carry out his/her responsibilities within the spirit of school and trust policies and within the framework of legislation relating to Academies and Education, with particular regard to the statutory responsibilities of the Trust and the Governing Body of the School(s).

Specific duties and responsibilities:

To provide an efficient general administrative support service, for SYTH, following the appropriate systems and processes to the standards required by the relevant bodies and statutory guidelines. This will include, but not be limited to:

General Administration

- To undertake general routine administrative tasks, e.g. typing, photocopying, filing, minute taking, and other clerical duties as required.
- Undertake general administrative processes within the team under clear guidelines and instruction.
- Be the first point of administrative support for the SYTH, including monitoring DfE systems and be the first point of contact for participant booking for Hub activity.
- To monitor and action generic enquiries channels (e.g. email inboxes) as directed and liaise with colleagues to resolve enquiries.
- Arrange and provide general support for visitor management, meetings and interview processes as required.

SYTH Administration

- Distribute Partnership Agreements to Hubs and Partner Schools under the guidance of course directors. Monitor responses and general enquiries related to the signing of the agreements.
- Support the QA, SLE and Professional Support activity monitoring process, by providing administrative support for recruitment, school-to-school support projects, SLE and Professional Support agreements and payments to schools.
- Support the co-ordination, administration and follow up of Professional Learning delivery and promote the opportunities to partner schools. Administer and track CPD bookings internally and externally.

MIS Administration

- Data entry tasks associated with various management information systems, including the finance system, trainee information, Early Careers Teachers and CPD bookings etc.
- Use established systems for monitoring, reporting and follow up on activity, updating data, via the DfE Teaching Hub Data systems and other portals.
- Use reporting templates to maintain and collate reports for the appropriate course leader as required with financial, trainee or Early Career Teacher data.
- Monitor the delivery, activity, outcomes, impact and financial spend in line with Trust and DfE requirements using the appropriate management information systems.
- Work with the appropriate Course Leader for DfE census requirements including data entry via DfE reporting systems.

Initial Teacher Training (ITT) & Early Career Teacher (ECT) Data Administration

- Regularly monitor and track applications received through appropriate systems (e.g. UCAS/DFE Apply/Get School Experience Programme) and collate, monitor and update data on the progress of applications through the systems. Support with compliance checks relating to course eligibility using established systems and procedures.
- Provide administrative support for ITT interviews and recruitment procedures.
- Keep records of Quality Assurance data for trainee teachers and report the data to the appropriate team as required using established reporting systems.
- Support appropriate team to complete trainee ID checks and process/monitor DBS applications via the appropriate Trust systems.

Finance Administration

- Assist with the collation and balance of income as appropriate.
- Work under the direction of the Finance Officer and team leader to ensure accurate processing and recording of purchase orders and invoices via the Trust finance system.
- Monitor tuition fee payments via the appropriate systems (e.g. Student Loans Company), including confirming trainee attendance data and monitoring changes of circumstances.
- Liaise with the Student Loan Company to resolve tuition fee issues, seeking advice and guidance from colleagues for complex queries.
- Support the Finance Officer and team in maintaining accurate payment records (e.g. bursaries) and ensure timely processing of monthly associated proformas.

- Assist with the DfE and internal audit processes and support the Finance Team / Finance Officer for year-end Trust financial reporting in relation to teaching school activities.

Marketing Administration

- Work with the Trust marketing team to support them with administration in relation to the production of marketing materials for SYTH.
- To assist in the organisation and administration support for delivery of events, meetings and training and development activities, including organising marketing materials, as required. Including attending events (where appropriate) throughout the year to support the team (out of office hours will be compensated where necessary).
- Provide administrative support for set up and monitoring of event evaluations using Survey Monkey or similar.

Support for the Trust / School (applies to all roles)

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Assist with the clerical duties of the administration team as required from time to time and as appropriate to your role.
- Contribute to the overall ethos/work/aims of the Trust/Teaching school.
- Participate in relevant training, other learning activities and performance management as required.
- Ensure display boards and leaflet displays etc are kept up to date and in good order as appropriate and required.
- To undertake any other duties and responsibilities, commensurate with the level of the post, as may be determined after negotiation between management, the postholder and appropriate trade unions.
- Team responsibilities: all administrative support staff are considered part of the overall support team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.

Further statement

The above duties are not exhaustive, and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Head of School / Leader of SYTH.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the Governing Body or Board of Trustees and/or Senior leadership team as required. Trade Union representation will be welcomed in any such discussions.

Person Specification

Job title: SYTH Administrator

| REQUIREMENTS | Essential | Desirable | Assessment method A = application I = interview R = reference |
|--|-----------|-----------|--|
| Knowledge, Experience & Skills | | | |
| Generic administrative experience to include word processing/typing. filing, collating, proof-reading of material etc, data entry and spreadsheet use, using Microsoft Office packages | ✓ | | A |
| Customer service experience | ✓ | | A |
| Working in a busy environment with many priorities and conflicting deadlines | ✓ | | A / I |
| Experience of an education, training or similar environment | | ✓ | A |
| Organisation and bookings for events | | ✓ | A / I |
| Qualifications | | | |
| Good level of literacy and numeracy e.g. GCSE Maths and English or substantial relevant experience | ✓ | | A |
| Evidence of regular, relevant and recent personal development | | ✓ | A |
| Other Skills | | | |
| Communicate effectively with people at all levels e.g. school staff, students, governors and external contacts/suppliers | ✓ | | I |
| Work effectively as part of a team recognising own role as a team member | ✓ | | A / I |
| Able to maintain a positive focus, accepting constructive criticism positively and learning from it | ✓ | | A / I |
| Demonstrate an enthusiastic and positive approach regarding change, having a definite 'can do' mentality | ✓ | | I |

| REQUIREMENTS | Essential | Desirable | Assessment method A = application I = interview R = reference |
|---|------------------|------------------|---|
| Ability to learn from experiences | ✓ | | I |
| Ability to carry out instructions accurately and effectively as directed by line manager | ✓ | | I |
| Demonstrate customer care | ✓ | | A |
| Ability to work alongside young people (not necessarily in school environment) | ✓ | | A / I |
| Interpersonal Skills | | | |
| Ability to maintain confidentiality | ✓ | | A |
| Accuracy when receiving information (verbally and written) and communicate information effectively and accurately | ✓ | | I |
| Able to make a positive contribution to the team | ✓ | | A |
| Able to reflect on performance and further develop own knowledge and skills to improve performance | ✓ | | I |
| Maintain standards set by the organisation | ✓ | | I |
| Takes responsibility for own actions | ✓ | | I |
| Ability to work alone, unsupervised and manage own workload | ✓ | | A / I |
| Child Protection | | | |
| A commitment to the responsibility of safeguarding and promoting the welfare of young people. | ✓ | | I |