**i2i Teaching Partnership SCITT Administration Lead**

**Post:** i2iSCITT Administration Lead

**Reports to:** i2i Directors

**Pay scale:** Grade C

**Time allocation**: 28 hours per week, 41 weeks per year

**Role overview:**

This Admin Lead is responsible for the overseeing aspects of the administration of the i2i SCITT to ensure the smooth running of the programme, supporting the needs of staff and trainees as appropriate.

**Person Spec Overview:**

* Expert and experienced administrator (proficient in Excel, Word, Google Drive, PPT)
* Highly organised and able to work effectively to deadlines
* Ability to think and work flexibly
* Understands and acts quickly and effectively in new and complex situations
* Receptive and open to new ideas and feedback; adapts to how they work
* Handles pressure effectively
* Confidence to deal with a varied audience (eg trainees, students, mentors, Headteachers)
* Natural enthusiasm and positive outlook
* Credible interpersonal skills with people at all levels of the organisation

**Key Roles and Responsibilities of the Operational Lead:**

**Overview:**

* Organise relevant administration for the trainees on the i2iSCITT course, including inputting new cohorts onto the correct systems, SLC monitoring, registration with DfE, checking conditions of entry met
* Process Bursary payments for Trainees
* Ensure that all administration for DBS checks and relevant compliance is in line with DfE requirements, including Single Central Record input
* All administration of trainees qualifications both for the i2i SCITT records and the DfE
* Liaise and facilitate with the Auditors and the Finance team as required at Year End, providing any additional information, clarification and paperwork needed
* Maintain accurate tracking documents for Trainees, including protected characteristics, enrichment placements, employment post-programme
* Liaise with ECT Induction Tutors for all Trainees, including passing on relevant information and ECT targets
* Maintain Trainee filing as required, ensuring that it is effectively structured for all accessing trainee information
* Organise the School Experience Programme across the Partnership for any potential applicants, throughout the year
* Responsibility for the administration of the yearly Partnership Agreements with all Partnership schools, including checking on returns and completion
* Administration of correspondence between all stakeholders, with specific responsibility for the issuing of the weekly Bulletin
* Monitor trainee attendance, informing relevant staff when concerns arise
* Monitor the training Audit of Partnership schools, keeping accurate records and liaising with Professional Mentors as required
* Liaise with Weydon reception and site staff as required, regarding any i2i SCITT visitors
* Support liaison with Subject Tutors as required
* Support liaison with Mentor as required
* Support liaison with Professional Mentors as required (storing observation paperwork, attendance at meetings)
* Administration of the i2i SCITT room with all relevant parties, and the general upkeep and running of the space
* Assisting with the administration of the Interviews, including organising students for the lessons, subject task delivery and collating marking, and other relevant paperwork
* Support i2i SCITT events with any relevant tasks, such as emailing reminders, keeping registers, refreshments and printing as required
* Populate pen portraits and distribute to relevant Partnership schools

**General:**

* Undertake appropriate professional development
* Undertake any other duties and responsibilities as appropriate to the role as agreed by the i2i Teaching Partnership SCITT Directors
* Run the Staff Association for the Weydon School