



National Mathematics & Physics SCITT Administration Assistant

Job Title	National Mathematics & Physics SCITT Administration Assistant
Location	Wycombe High School
Reporting To	SCITT Administration Team Leader
Salary Range	Bucks Pay Scale 2, 37 hours per week full-time point 11 £19,856 to 2 point 15 £22,316 or term time only, actual salary of £16,840 - £18,926.

Job Purpose

Administrative support to the NMAP SCITT and the SCITT's Chiltern Hub

Main Duties and Responsibilities

1. To assist the SCITT Administration Team Leader to provide high quality administrative support
2. To assist with the creation of promotional materials for the SCITT
3. To effectively respond to enquiries and communications from trainees, new applicants, placement schools and other stakeholders
4. To provide administrative support for the Chiltern Hub, including arranging Chiltern Hub interviews and overseeing subject knowledge and written tests
5. To update the SCITT's Department for Education DfE Apply profile
6. To download applications from DfE Apply site for screening
7. To assist with the screening of applicants
8. To accurately record applicant and trainee information on the SCITT database
9. To update DfE Apply on status of selection; offer of interview or decline of application
10. To assist with the preparation of correspondence to successful candidates
11. To assist with the process of arranging pre-course checks in accordance with Trainee Recruitment and Selection Policy and Procedure
12. To monitor submissions of original qualifications and maintain records of all academic achievements
13. To assist with the distribution of pre-course materials and information to trainees and placement schools
14. To liaise with partnership schools as required
15. To assist in the coordination of initial training for Mentors and on-going support for all those involved in the SCITT's ITT provision
16. To assist in the organisation and preparation for National Training Days, the Summer Induction Event, and end of year Celebration both online and in person.
17. To assist in the organisation of induction and training for Hub Subject Leads
18. To liaise with external agencies such the DfE, DfE Apply, SLC and OIAHE, as requested on behalf of the partnership
19. The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job and skills.

SCITT Administration Assistant

Person Specification

- Strong administration skills
- High level of literacy, including excellent oral and written skills
- Confident in liaising with partnership schools and other stakeholders
- Ability to communicate effectively at all levels
- Well-organised, proactive, and self-motivated with energy and lots of initiative
- Confident user of ICT, (Microsoft Office, including Excel, PowerPoint, Word, Outlook, Teams)
- Understanding of equality, data protection and safeguarding principles and legislation
- Attention to detail and accuracy
- Ability to maintain a high level of confidentiality
- Adaptable and flexible and responds positively to change, advice and support