**Role: Teaching School Administrator**

# Salary scale: Grade 3: £18,795-£19,171(FTE)

# Hours p/wk: 30hrs (Term Time + 1 week)

**JOB DESCRIPTION**

**Main Purpose:** To provide effective, efficient and professional administrative support and undertake administrative duties in relation to all key areas of the Teaching School (Tykes Teaching School Alliance) activity. The work may involve responding independently to unexpected situations which require the use of initiative.

# Key Responsibilities:

* Provide a high standard of administrative support across the three core areas of Teaching School activity: Continual Professional Development, School-to-School Support and Schools Direct.
* Manage the administration of cohorts of learners using the appropriate internal and external systems.
* Ensure accurate records are maintained, effectively managed and reported through the maintenance of central electronic systems.
* Maintain effective and professional channels of communication with all internal and external stakeholders.
* Arrange, prepare, and take minutes of meetings and events, as required.
* Ensure that invoices are raised/paid in a timely manner and financial procedures are adhered to.
* Maintain professionalism and confidentiality at all times.
* Be willing to undertake any other reasonable tasks required within the grading level of this post.

# Main Duties in Relation to the Administration of Tykes Teaching School Alliance Activities:

1. Provide a high standard of administration support relating to the **application process** of programmes, courses and events, including but not limited to:
   * Ensure materials (both hard copy and electronic) are produced in a timely manner and communicated appropriately so up to date information relating to the Tykes Teaching School Alliance offer is always available.
   * Liaison with the Tykes Teaching School Alliance leadership team, school leaders, and key external contacts (as appropriate) to ensure clarity is provided about deadlines and application windows; funding opportunities; and the application process to maximise our market share of participants.
   * Maintain accurate records of delegate applications and deal with any general queries promptly, professionally and efficiently.
2. Provide a high standard of administrative support to ensure the **preparation** of programmes, courses and events is effective and of high quality, including but not limited to:
   * Responsibility for venue liaison and venue bookings for all Tykes Teaching School Alliance events, meetings and courses in a timely fashion.
   * Arranging/ordering catering for the delegates.
   * Distribution of planning information and materials to course tutors/facilitators as required (e.g. number of participants; outline of prior learning; contextual information about delegates; module or session objectives/outcomes; required reading and resources etc.)
   * Preparation and distribution of course registers, candidate badges and candidate resource packs (as required).
   * Preparation of resources, handouts and materials required at the sessions, including fully stocked resource boxes.
   * Ensuring course materials as requested and required by facilitators are produced in a timely manner, adhere to the agreed Tykes Teaching School Alliance stylistics (including power point templates) and distributed to the appropriate venue, delegates and facilitators in advance of all sessions.
   * Communication to ensure all pre-course information, tasks and materials are circulated in a professional and timely manner.
3. Provide a high standard of administrative support to participants, schools and facilitators **during** programme engagement, including but not limited to:
   * Maintain effective data collection systems relating to participant and school attendance and engagement ensuring that confidentiality standards are maintained in accordance with safeguarding and data protection guidelines.
   * Follow food hygiene requirements when presenting refreshments/buffets.
   * Act as first point of contact responding professionally and efficiently to incoming calls, emails and visitors to ensure all queries and enquiries are dealt with appropriately and to a high standard.
   * Produce accurate data and information reports as required for the Tykes Teaching School Alliance leadership team.
4. Provide a high level of administrative support to undertake **post-event** administrative duties, including but not limited to:
   * Ensure course tutor(s) and Tykes Teaching School Alliance leadership team are promptly provided with candidate attendance and school engagement information.
   * Ensure electronic copies of course materials are circulated to candidates/trainees promptly and copies are saved in the appropriate file on the shared drives.
   * Collect, collate and word process any handwritten materials from courses and events on behalf of the course tutors/delivery personnel and distribute appropriately, ensuring that electronic copies are retained and filed appropriately.
   * Ensure the Tykes Teaching School Alliance leadership team is promptly provided with summative feedback/evaluations. Any areas for action that fall within the remit of this post should be addressed immediately, including feedback to the venue and facilitators.
5. Ensure that invoices are raised/paid in a timely manner and financial procedures are adhered to.

* Process claim forms from System Leaders, contacting schools requesting invoices are raised.
* Pay invoices received promptly, following financial procedures.
* Raise invoices for services provided. Track aged debtors and follow processes to pursue these.
* Reconcile the bank account and card statements.