

**Teaching School Administrator - Job Description**

Job Title	Teaching School Administrator
Grade	Band 2 mid-point
Reports to	Teaching School Director/Executive Headteacher
Liaison with	SLT, Teaching staff, support staff, applicants, students, Teaching School professionals
Job Purpose	Support the effective administration of the Teaching School
Duties	<ul style="list-style-type: none">• Take the lead on administering the recruitment of student teachers, ensuring a flow of good quality candidates to the Teaching School• Act as the first point of contact for all enquiries, dealing directly with applicants, student teachers and mentors as required• Managing the NQT programmes, liaising with the participants, planning the delivery and organising a venue• Recruiting for and managing additional opportunities for professional development for established school staff, both within the local area and nationally.• Open and distribute incoming emails, flagging up any urgent issues as necessary• Assist with some aspects of the Teaching School's finances, eg updating records in the accounting system, ensuring income is invoiced and collected.• Supporting the administration of the Trust's central team, with a focus on improving teaching and learning.• Provide general administrative support, including word processing, spreadsheets, filing, photocopying etc
General	<ul style="list-style-type: none">• To promote at all times the HEARTS values and ethos• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.• To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy• The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade• The Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment• <i>Note: the duties above are not exhaustive and the post holder may be required to carry out additional duties which are generally in line with the context of this job description.</i>

Signed _____

Date _____