



JOB DESCRIPTION

Post:	Course Administrator (Cornwall SCITT - Primary)
Responsible to:	Primary Programme Manager and Cornwall SCITT Course Director.
Salary:	£22,231 - £25,580 pro rata (£13,518-£15,555 per annum) Scale 3/4 (Points 18 – 24)
Hours:	22.5 hours per week
Conditions of Service:	Truro & Penwith College Conditions of Service
Main Purpose of Job:	An assistant to the Programme Manager and Assistant Programme Manager, ensuring the provision of high quality administrative, marketing and promotion support to the SCITT programme, trainees and participating schools. To deputise for the secondary administrator when necessary.
Specific Duties:	<p>Responsible for administrative support in the running of the Primary 5-11 courses, including responding to telephone enquiries, correspondence, reports and preparing documentation/resources for the course as required.</p> <p>To be a point of contact for all Primary 5-11 trainees, schools, course trainers and stakeholders.</p> <p>Administration of primary course trainee recruitment including placing the advert, processing application forms, following up on any safer recruitment concerns and communicating with applicants via email and/or telephone.</p> <p>Arrange interviews for shortlisted applicants with partnership schools, attend interviews to ensure the smooth running of the day and complete appropriate checks i.e., course qualification requirements, DBS and health screening checks.</p> <p>Responsibility for the allocation and tracking of ICT equipment, library and general equipment on loan to trainees.</p> <p>Book centre-based trainers and training rooms and prepare any photocopying as needed.</p> <p>Assist trainers in setting up their equipment in the training room and providing support as needed.</p> <p>Update trainers contact list.</p>

Email trainers to confirm if able to deliver training for Cornwall SCITT with possible dates (annually).

Email trainers with information needed for session delivery (session plan, WAGOLL etc) and request return of plan, PowerPoint and resources by allocated date (half termly).

Schedule return of plans for each half term of delivery for the year.

Chase up plans so that they are received by requested date. Send session plans to APPM to Quality Assure; once quality assured by APPM, return plan to trainer with feedback, update if necessary on return from trainer, then saved as PDF and upload to trainee shared area.

Request evaluation for centre-based training sessions; chase up evaluations.

Maintain up-to-date filing systems, records and data for all aspects of the Primary SCITT programme.

Provide cover for the secondary administrator and general support as required.

To arrange meetings as directed by course leaders, prepare agendas and minute as required.

Liaise with the secondary administrator to share preparation of the Executive Steering Group and Quality and Standards Committee Meetings, preparing agendas and attending/minuting.

Manage and update the Primary VLE/Mosaic.

Maintain communication with school direct partners, supporting their administration as needed.

Assist with the administration of internal and external auditor processes and external inspection and validation processes.

Liaise with Student Loans Company to ensure payments are made correctly.

Registration of primary trainees, Mentors and course leaders to associations, online memberships and resources.

Facilitate promotion of Cornwall SCITT through advertising, editorial, event co-ordination/functions, print production & co-ordination and updating of website & college Facebook / twitter sites. Working outside of normal hours may be required.

Liaise with partnership schools to arrange school placements and enhanced placements for primary trainees.

Collate and send documentation/resources/ transition reports to partnership schools as required.

Communicate with and maintain a good working relationship with schools, course trainers and stakeholders including school direct partners.

To arrange training days for stakeholders (Mentors, QA Tutors) as appropriate.

Organise residential visits for primary trainees.

Responsible for handling petty cash in line with Truro & Penwith College finance procedures

Responsible for the general organisation and smooth running of the SCITT office including purchasing resources and maintaining office equipment.

Liaising with Fibrehub and Ottery (TP Bodmin) site staff e.g., boiler maintenance, fire extinguisher checks, car parking.

General Requirements: As a member of staff, the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high-quality environment for student learning and associated activities.

Student Welfare and Support Services.

To be responsible for promoting equality and diversity in line with College procedures.

The development of a flexible and responsive institution.

To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

To maintain the highest standards of professional behaviour at all times (including compliance with the staff Code of Conduct), with a positive and student focused approach.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Developments.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.

PERSON SPECIFICATION

COURSE ADMINISTRATOR - CORNWALL SCHOOL CENTRED INITIAL TEACHER TRAINING

Ideally, the person appointed will have the following skills and experience:

- Experience of working in a busy office environment with a high standard of accuracy, excellent attention to detail, good organisation and time management skills.
- Excellent interpersonal and communication skills in dealing with members of the public, students, staff and colleagues whether by telephone, written communication or personal contact.
- An awareness of the educational and organisational features of the school centred ITT models of Cornwall SCITT and School Direct
- Have IT literacy and experience of using new technologies
- Ability to act on own initiative and to work with colleagues as part of a team
- A willingness and flexibility to learn and then operate new procedures effectively
- Ability to work under pressure and to meet deadlines.

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.

Truro and Penwith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.

THE TRURO & PENWITH COLLEGE VISION

LOOK FURTHER REACH FURTHER GO FURTHER

OUR AMBITIONS

LOOK FURTHER

- **Aspiration:** Students gain the confidence and self-belief to set ambitious progression and career goals
- **Inspiration:** Students are inspired by interactions with staff, stakeholders and alumni

REACH FURTHER

- **Triumph:** Students exceed expectation and achieve their full potential
- **Talent:** Expert lecturers with a passion for teaching, learning and assessment
- **T&PC Magic:** exceptional facilities, enrichment and opportunities

GO FURTHER

- **Progression:** Students progress to competitive universities, apprenticeships and jobs that provide strong foundations for successful careers
- **Prosper:** Students develop the skills needed to flourish at university or in employment
- **Productivity:** Students gain the skills employers need, supporting the economy to thrive

OUR VALUES

Our values, chosen by staff and students, provide the foundations for a high-performing inclusive culture in which our ambitions can be realised.

WELLBEING

Looking after our own physical, social and emotional wellbeing; the most important foundation for a happy, healthy and prosperous future.

ENGAGEMENT

Taking full advantage of the opportunities available to us, both at college and beyond.

ASPIRATION

Wanting the best future for ourselves and having the self-belief that we can achieve it; looking beyond the horizon we may initially see.

RESPECT

Playing an active part in creating positive inclusive communities, where everyone is valued and respected.

