



Business Administrator for “The Huddersfield Horizon SCITT”

Required September 2017

**Grade 6 - £9298
22.5 hours per week
3 days per week**



HUDDERSFIELD HORIZON
SCHOOL CENTRED INITIAL TEACHER TRAINING

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Dear Colleague

Thank you for expressing an interest in this post. The Huddersfield Horizon SCITT was accredited as a provider of Initial Teacher Training on the 21st September 2016. The SCITT will have its first cohort of trainee teachers starting in September 2017 and this is a truly unique opportunity to be part of the team in a brand new provision.

You will have the opportunity to shape exceptional ITT as we begin our first year of training our trainees to become Outstanding practitioners. We are looking for a dynamic, creative and effective business administrator, who has the capacity to support the team in developing a setting which offers the highest quality initial teacher training. If you are the person we are looking for you will have the following skills:

- Competence, expertise and a proven track record as a business administrator
- A commitment to supporting the team in providing an excellent service for both trainees and staff
- The ability to effectively manage ICT systems
- A confident, adaptable and personable approach when engaging with different stakeholders
- Outstanding communication in both speech and writing

Moor End Academies Trust (the legal entity of the SCITT) will ensure that The Huddersfield Horizon SCITT provides the very best training and support for our trainees and members of staff.

If you think that you are still right for the job then we look forward to receiving your application. If you wish to discuss the job in more detail then please do not hesitate to contact me.

Yours faithfully

Emily Beach
Director of The Huddersfield Horizon SCITT

Appointment of The Business Administrator



The SCITT's context

The Huddersfield Horizon SCITT is a recently accredited provider of Initial Teacher Training. We are a partnership of six Secondary schools; two through schools and fourteen primary schools across the West Yorkshire and Oldham areas who are working collaboratively to design, deliver, assess and quality assure initial teacher training. We award our trainees with Qualified Teacher Status at the end of the programme and our aim is that 100% of our trainees will be good or better trainees and therefore, Outstanding teachers entering the profession. We firmly believe that every child has the right to an excellent education and it is our duty to ensure that we are supporting our trainees in becoming THE driver of that educational entitlement.

As a school centred model of training, our trainee teachers are placed in our partnership schools and trained whilst in the school setting by our excellent mentors. Their school based training is supplemented by weekly CPD facilitated by outstanding practitioners at the SCITT training centre. Our trainees have a visiting tutor who supports both the trainee and the mentor in enabling the trainee to surpass the Teachers' Standards and to also quality assure the school based training.

The SCITT's vision:

- Is World Class and is at the forefront of the leading pedagogical research
- Is recognised as a profession and therefore develops beyond the first year.
Trainees will follow a rigorous professional pathway, supporting them in becoming leaders of the future within the school system
- Empowers future teachers and leaders to improve the life chances of ALL students

- Satisfies local need and supports other regions and establishments in satisfying teacher demand
- Celebrates and promotes the diverse and rewarding vocation of teaching young people

To fulfill our vision and to meet the needs of our trainees and stakeholders, we need a responsive and highly effective service. As the Business Administrator, you will be fundamental in shaping and managing the processes and procedures to ensure that our aim of excellence is met.

This is an extremely exciting time to be joining the team as we begin our journey of training THE people who are going to have the greatest impact on the lives of our children.

Moor End Academies Trust

Moor End Academies Trust is the legal entity and works in partnership to raise levels of attainment and aspirations of all learners. Moor End Academies Trust is very well placed to create a unique institution characterised by high achievement and success. The Trust has a national reputation for excellence and has a solid track record of partnership working with employers, universities and local schools.

The benefits that Moor End Academies Trust brings are immense, adding their expertise and ideas as well as fully supporting the trainees and members of staff.

The key to the SCITT's success will be the development of a shared vision, effective and transformational leadership and management, robust partnership arrangements, high quality and focused teaching which guarantees trainees' learning and success and ultimately pupil progress.

The Trust

Jane Acklam is The CEO of the Trust (rated 'Outstanding' twice by Ofsted).

The relationship we have with the Trust, will ensure that this brand new SCITT runs extremely well day-to-day and performs highly effectively.

Vision

- To develop a group of closely partnered academies.
- To ensure all academies are world class centres of excellence for teaching, learning and progress.
- To ensure the trust plays a pivotal role in improving the life chances of students.
- To ensure that local solutions and partnerships meet local needs.
- To focus on school improvement with inclusion and diversity at the core.

Key Priorities

Strong and effective leadership

Strong systemic leaders, who have vision and belief, are key to the trust. Principals who use targeted support to build capacity in leadership teams, managing change and sustaining a whole school approach that leads to improved outcomes for all students.

High Performing Staff

Targeted strategies are used to ensure teachers, associate and business support staff have the capability and flexibility to deliver high quality educational opportunities and services. Highly effective professional development is

essential for all staff. Working with Teaching Schools and local providers, ensures that staff needs are met, whilst maintaining a clear focus on local and national priorities. A highly productive, happy workforce is essential in sustained school improvement.

Successful students

Every student, in every phase needs a personalised approach. We ensure opportunities in response to individual needs and empower individuals to contribute to their communities and continue to learn throughout their lives. A rich curriculum is essential, providing opportunities that lead to highly engaged students, who are articulate and communicate effectively. Students who feel their contributions are valued, students who become highly effective members of society.

Engaged community

Nurturing and maintaining positive, valuable relationships between school staff, students, their families and the broader community leads to improved outcomes for students. Local community capacity is strengthened when it is built on trust, respect for others, common goals and high expectations for students' achievement. We are committed to engaging strategies to ensure our key priorities are not only met but exceeded wherever possible. Strategic planning with a range of organisations is effective in meeting individual needs:

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High performing schools have distinct qualities that we would ensure are part of this academy's development;

- A professional learning environment where all staff are invested in. Where subject knowledge is key and collaboration is of paramount importance.
- Leadership – leaders who model, who are engaged in partnerships, value staff and the community.
- Quality first teaching – where collaboration between staff is centered on joint professional development and sharing of ideas, pedagogy and resources, is natural.
- And, relationships with parents and the community, are used to ensure needs are met and the curriculum is enriched for all children.

We are a provider of education to this community and have a clear and strategic understanding of what makes a difference to accelerating outcomes for children. We will ensure that students do not fall behind at any stage and that the high quality learning environment paired with quality first teaching, lead to rapid and sustained progress for all students regardless of their starting points. We will ensure that as students grow there is security, breadth and depth of knowledge, understanding and skills. We would anticipate that by using accurate teacher observations and assessment, that informs timely intervention, it would ensure the substantial and sustained progress of all students. All groups of students will have planning appropriate to their needs. This informed data picture would ensure that teachers know their classes well and plan for progress.

Leadership that is effective and relentless in its approach to the above is essential.

Leadership will be recruited from a national field and working in partnership with the CEO, will ensure a highly effective school, where performance management of all staff is used successfully, to identify strengths and development areas that are readily acted on.

Our aspirations for achievement are;

- Standards that compare favorably with the national averages and are well above floor targets at KS1 and KS2
- Value added that exceeds the national average
- Attendance that is above the national average.

Aims

We are committed to the following aims:

- Achieving excellence for each individual in learning and personal development
- Providing a safe, caring, exciting and active environment for learning
- Providing rich learning opportunities that lead to continuous improvements in achievement
- We welcome new challenges and use them to enrich our work
- Working together as a community with a shared sense of purpose, and relentlessly high expectations
- Recognising and respecting local values, whilst continuing to broaden horizons
- Providing a cohesive, harmonious environment where everyone can thrive
- Listening to our children, valuing their views, reflecting and acting on what they say.

Trust Partners



THE SELECTION PROCESS

How to Apply

Thank you for taking time to read and digest our information. If you wish to apply for the post of **Business Administrator for The Huddersfield Horizon SCITT** then you should;

- Complete our application form.
- Complete the application form fully, ensuring all details are accurate and all declarations are signed. Please ensure you enclose two professional referees with one being your current employer (with email addresses if possible). Do not enclose additional CVs.
- Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the person specification and the unique contribution that you could make to the future success of the SCITT.
- Submit your application by **9am Wednesday 12th July 2017** to ebeach@edu.moorend.org

Time table for the selection process

- Closing date for applications: **9am Wednesday 12th July 2017**
- Interview Day: **Monday 17th July 2017**

Successful applicants will be required to undertake a Criminal Record Check via the DBS. The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



Business Administrator- SCITT

Job Description

PURPOSE OF POST

To assist in the provision of an effective, flexible and responsive service for the SCITT

KEY AREAS

To support the SCITT Director with administrative support across a range of duties which will include but will not be limited to recruitment, absence management, policies and procedures, recording of documentation, liaising with different stakeholders; preparing resources; note taking and general admin support.

Line of responsibility

The Business Administrator is responsible to the SCITT Director.

Roles and Responsibilities:

- To complete the Safeguarding checks and maintain the Single Central Record
- To manage the maintenance and updating of our trainee records; including the personalised folders; database and pen portraits
- To track and monitor the evidence at each assessment point and to alert the SCITT Director when the documentation has not been received
- To prepare the trainee folders for half termly moderation
- To administer trainee recruitment: placing adverts, preparing and circulating information to applicants and supporting with the facilitation of assessment and recruitment days
- preparation and issue of assessment day letters; contract letters and documentation to successful applicants
- To use the UCAS system to inform the SCITT Director of applications and to prepare these for shortlisting
- To record all applicants' data and the stage of their application-to keep an electronic and paper record
- To use the Data Management System to report to NCTL
- To complete NCTL returns
- To complete the Student Loan Company Returns and liaise with the SLC when required
- To raise the purchase orders and invoices for staff whilst managing the attendance data for staff
- To update trainee data regularly

- To track, monitor and collate the Quality Assurance documentation from all stakeholders
- To liaise closely with our partner schools in ensuring an effective communication system
- To track, monitor and report on the trainees' progression once they have completed the programme utilising: the NQT Entry profile; contact document from the employing school and NQT survey
- To manage the absence management system by ensuring accurate absence monitoring
- To support the SCITT in ensuring processes are completed on time and effectively

GENERAL DUTIES

- To undertake basic administration duties including filing, faxing, record keeping photocopying, minute taking and distribution of relevant documents
- To assist in the maintenance of records either by computer or manual systems and collate statistics as required
- To deal courteously and efficiently with all stakeholders, including trainees and staff
- Undertake general typing / word-processing and use of databases, if required
- To assist in maintaining checklists/procedures and ensuring they are fit for purpose
- To assist in maintaining confidential filing systems
- Report equipment or maintenance problems with the buildings to the caretaker
- To ensure shredding of/disposing of confidential information which is no longer required by the SCITT

MISCELLANEOUS

- To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the postholder's manager from time to time, in consultation with the postholder
- The postholder's duties must at all times be carried out in compliance with the SCITT's Equal Opportunities Policy and other policies designed to protect employees from harassment

**Moor End Multi Academies Trust
Person Specification**

E = Essential D = Desirable

1	Aptitudes:	
1.1	To communicate effectively with suppliers, customers and colleagues	E
1.2	To work with accuracy and attention to detail	E
1.3	To prioritise and plan to ensure completion of tasks	E
1.4	To work to high levels of confidentiality	E
1.5	Strong written and verbal communication skills	E
2	Characteristics	
2.1	Self-motivated and hard working	E
2.2	Open and approachable	E
2.3	Honest	E
2.4	Displays commitment to the protection and safeguarding of children and young people	E
3	Skills	
3.1	Highly skilled communicator	E
3.2	Self-discipline	E
3.3	Teamwork and collaboration	E
3.4	Use of ICT	E
4	Qualifications and Experience	
4.1	Level 3 Qualification or Equivalent	E
4.2	Previous experience of undertaking administrative duties	E
4.3	Experience of working in the public or charity sector	D