



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Teaching School Administrator</b>
<b>Grade</b>	G3
<b>Hours</b>	37 hours per week, term time only plus 5 teacher training days
<b>Status</b>	Permanent
<b>Job Purpose</b>	To provide an efficient and professional all-round administrative service to support the Head of Teaching School Alliance with general administrative and clerical tasks

### Main Duties and Responsibilities:

1. Responsible for all Teaching School administration, including but not restricted to: producing letters and other required documents; filtering of telephone calls, e-mails and visitors; receiving visitors; dealing with enquiries; making appointments on behalf of the Head of Teaching School Alliance, supporting the organisation of training events.
2. Deal with incoming and outgoing correspondence relating to the Teaching School, including telephone calls, e-mails and post: including preparing replies to all routine and less complex correspondence on behalf of the Head of Teaching School Alliance; redirect items as necessary; determine priority and bring to the Head of Teaching School Alliance attention any urgent items
3. Act as liaison between Universities and strategic partners across the alliance, written and verbal, to ensure that matters are dealt with promptly and effectively, and ensure that the appropriate follow up action is carried out
4. Provide pre-placement planning with trainees; organise and maintain trainee files
5. Liaise with senior staff, internal staff members and external agencies in delivering a professional programme
6. Arrange meetings with internal and external bodies, preparing agendas, documents and information as required
7. Maintain a booking diary system for the Training Venues, updating and reminding the Head of Teaching School Alliance of his/her commitments
8. Arrange and organise promotional materials for recruitment events
9. Provide hospitality support to visitors



10. Be responsible for the ordering of all consumables required for the smooth operation of the Teaching School
11. On a day to day basis be responsible for the reconciliation of invoices and monitoring of expenditure to the budget
12. Ensure the maintenance, review and updating of publicity materials are kept and produced to the required standard
13. Ensure ongoing development of systems and maintain, update and categorisation of library facility, and when needed operate audio equipment and IT in the Training Venues
14. Training and development will be available and there may be opportunities to lead training sessions for other staff if appropriate
15. Any additional duties and responsibilities required within the scope of this grade and role