



### Notre Dame High School Job Description

***Notre Dame High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment***

<b>Job Title</b>	<b>Senior Teaching School Administrator</b>	
<b>Working Pattern</b>	37 hours per week / Term time + 1 week	
<b>Salary</b>	Scale G £24,504 – £26,357 with performance management progression to £26,845 per annum pro rata (actual starting salary £21,220)	
<b>Purpose of the Job</b>	To support all aspects of successful running of The Sheffield SCITT.	
<b>Responsible To</b>	Teaching School Office Manager	
<b>Responsible For</b>	N/a	
<b>Level of Contact with Children &amp; Degree of Responsibility</b>	<b>Level of Contact with Children</b>	<b>Low</b>
	<b>Degree of Responsibility for Children</b>	<b>Low</b>
<b>Conditions of Employment</b>	<p>The conditions of employment for members of non teaching staff are defined in the current National Joint Council for Local Government Services Document and the Catholic Education Service.</p> <p>To endeavour to implement the Notre Dame High School Mission Statement, promoting and supporting the ethos of the school as a learning and caring community committed to following Christ's teaching.</p>	

### **Primary Responsibilities:**

- Being the initial point of contact for enquiries. Providing a professional 'front of house' service to all stakeholders.
- Carrying out all administration associated with the recruitment of trainees, including initial suitability checks, and the arrangement of interviews.
- Maintaining accurate and up to date trainee records.
- Carrying out administration and record keeping associated with mentor training and quality assurance processes.
- Compiling and sending out the weekly SCITT bulletin.
- Compiling and producing course handbooks.
- Providing administrative support for the organisation of trainee paperwork – currently done via Basecamp.
- Carrying out all administration associated with the Sheffield SCITT Management Board.
- Carrying out administration associated with SCITT promotional activity – for example school visits and the internship programme.
- Assisting at SCITT recruitment events.
  
- Assisting with other Teaching School administration as required.

### **Additional Specific Responsibilities:**

- In consultation with the post holder, the Headteacher/Line Manager may request a person to take on any additional responsibility as the school develops and/or the need arises.

### **General Duties:**

- To support and contribute to the Catholic nature of the school as directed by the Headteacher and Governors
- To share responsibility for the school's commitment to safeguarding and promoting the welfare of children and young people.
- To ensure the Teaching School supports The School by projecting a professional image at all times.