URSULINE HIGH SCHOOL

TEACH WIMBLEDON ITT ADMINISTRATOR

JOB DESCRIPTION

Post Title: Teach Wimbledon ITT Administrator

Grade: ME12 Point 30-33 £38,607- £41,793

Responsible to: ITT Lead teachers at Ursuline High School and Ricard's Lodge High School

Date: May 2023

Hours of Work: Full Time /Term Time 39 weeks plus 1 week. Flexibility to include 3 Saturdays with time in lieu.

General Purpose:

Teach Wimbledon ITT Administrator

(see website for Teach Wimbledon : TeachWimbledon @uhsw.com)

The administrative assistant will be employed pro rata.

The post holder will work to the lead teachers at Ursuline High School and Ricard's Lodge High School.

Administration and Organisation

Under the guidance of Assistant Headteachers for Initial Teacher Training:

Be responsible for undertaking administrative, financial, organisational processes within the school and to liaise with other partner schools and external institutions

related to the process of applications, recruitment and training of teachers for Teach Wimbledon

TASKS

General
Manage manual and computerised records and information
Undertake word processing and complex ICT based tasks
Provide personnel, administrative and organisational support to Teach Wimbledon
Complete and submit complex forms and keep database up to date
Contribute towards the panning of key events including induction and graduation
Operate relevant ICT packages including word and excel effectively
Undertake research and obtain information as need to inform and advise in decision making
Contribute to the overall ethos work and aims of Teach Wimbledon
Set up, attend and minute Teach Wimbledon meetings every half term
Facilitate the Teach Wimbledon visioning day
Establish constructive relationships with he Teach Wimbledon Team and all partner schools and communicate with other/ agencies and professions

Finance
Undertake financial administrative procedures to manage the budget for trainees and liaise with partner schools
Oversee payment of Teach Wimbledon fees
Keep up to date with financial changes and bursaries

Trainees
Keep records on trainee's job offers and follow up on previous trainees
Exit interviews uploaded onto SharePoint
Analysis of trainees and applications
Communicate with trainees and follow up on successes and concerns

Placements
Compile placements lists and upload onto SharePoint

Recruitment
Analyse and evaluate information and communicate with applicants,
Schools, HEI's and UCAS
Arrange and mange materials for interview
Provide guidance to applicants and manage enquiries including Teach Wimbledon email account
Assist with the Primary Career event
Follow up on potential applicants from marketing events
Undertake research and obtain information as need to inform and advise in decision

making for potential applicants

Marketing

Working with other organisations
Undertake administration of procedures and liaise with external
agencies
Manage and update the Teach Wimbledon web site
Ensure marketing materials are up to date
Assist with the promotion and marketing of Teach Wimbledon
Attend train to teach events and hosting with other schools including online virtual
events

Training

Collate records of PGCE primary and secondary trainees in Merton
Invitations and records of trainees at PGCE networking events for primary and
secondary trainees in the spring and autumn term
Oversee the delivery and evaluation of the Primary Complementary Programme
Extend invitation for CPD events and PCP to NQT's in Merton
Manage the invitation for NQT+1 session
Identification of mentors from all schools and ensure all are fully trained

School Experience programme

Oversee the School Experience programme and keep a record of attendees

Quality Assurance

Visit trainees on placement as part of QA procedure
Distribute and collate QA feedback forms

Working with other organisations

Undertake administration of procedures with University of Roehampton, St Mary's
University and UCL.
Build constructive relationships with admissions teams
Important relationships with London Borough of Merton.