

Job Profile

Job Title:	Administrative Assistant, Portsmouth SCITT
Job No:	TBC
Grade:	2
Reports to:	SCITT Director
Location:	Portsmouth SCITT training centres, with occasional work at partnership schools or other Trust sites where business is conducted within reasonable distance.

Function of the post:

The post holder will provide reliable, accurate and efficient administrative support to Portsmouth SCITT. Working for approximately 10 hours per week, the role will support the day-to-day organisation of the SCITT office, including trainee administration, record keeping, data input, basic finance administration, preparation of paperwork and general office tasks. The post holder will work within Portsmouth SCITT, University of Chichester Academy Trust and relevant school policies and procedures, maintaining confidentiality and contributing to a professional, welcoming and well-organised training environment.

Principal Accountabilities:

1. Provide general administrative support for Portsmouth SCITT, including scanning, photocopying, filing, archiving, preparing documents and maintaining accurate office records;
2. Prepare, maintain and check trainee files and paperwork, ensuring that documentation is organised, complete and stored appropriately in line with agreed procedures;
3. Input, update and retrieve information accurately using relevant SCITT systems, spreadsheets, databases and Microsoft programmes, including Word, Excel, Outlook, Forms and Teams;
4. Support basic liaison with trainees, applicants, mentors, partnership schools and other stakeholders, responding to routine queries, passing on messages and escalating matters to the SCITT team where appropriate;
5. Assist with the preparation of SCITT meetings, training sessions, interviews and events, including registers, resources, paperwork packs, checklists and follow-up administration;
6. Undertake basic financial administration, including uploading invoices, checking details against records and supporting routine finance processes under the direction of the SCITT team;
7. Support routine office administration, including maintaining supplies, organising electronic and paper records, preparing mailings and assisting with general correspondence;

8. Contribute to the continuous improvement of SCITT administrative processes by working accurately, identifying where systems could be more efficient and supporting the smooth running of the SCITT office.

Other Duties

You are required to undertake such other duties appropriate to the grade and content of the work as may reasonably be required of you. Therefore, the list of duties in this job profile should not be regarded as exclusive or exhaustive. Please note that, in consultation with you, The University of Chichester Academy Trust reserves the right to update your job profile to reflect changes in, or to, your post.

Equality and Inclusion:

We believe that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected. We are committed to eliminating any form of discrimination, be it direct, indirect, harassment or victimisation. To support this, Portsmouth SCITT and the Trust have a number of policies that you should ensure you are familiar with and compliant to. Any breaches may lead to termination of employment.

Right to Work:

Current British and European Law states that a person cannot be employed to this post if they do not have permission to live and work in the UK. For further guidance and information contact the SCITT Director or Trust HR team.

Health & Safety:

To ensure an effective and safe environment that promotes the welfare of trainees, pupils, staff and visitors, you will take responsibility to be aware of the risks in the work environment and their potential impact on your own work and that of others. You should familiarise yourself with Portsmouth SCITT, school site and Trust Health and Safety policies.

Sustainability and Environment:

The University of Chichester Academy Trust is committed to sustainable development and environmental initiatives and supports Portsmouth SCITT in continuously seeking to find ways to improve its environmental performance. Staff are required to support these aims.

Data Protection:

You will be responsible for ensuring that workplace responsibilities such as confidentiality, treatment of personal information and records management are carried out in compliance with the requirements of the Data Protection Act 2018, UK GDPR and relevant Trust and Portsmouth SCITT procedures.

Safer Recruitment:

The University of Chichester Academy Trust and Portsmouth SCITT are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

New members of staff will be required to apply for Disclosure and Barring Service certification as part of the staff recruitment process. Further information about the Disclosure and Barring Service is available from the DBS website at www.gov.uk/dbs. Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, applicants for posts in education are among those who are not entitled to withhold information about any previous criminal conviction. www.gov.uk/dbs

Principal Attributes and Person Specification:

Essential requirements are those, without which, the candidate would not be able to do the job. It is expected that the post holder will have the knowledge and qualifications indicated, or equivalent qualifications and experience.

Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

	Essential	Desirable	Evidenced through
Knowledge and Qualifications	<p>Good general education to GCSE or equivalent</p> <p>Knowledge of administrative systems and processes</p> <p>Good working knowledge of Microsoft programmes, including Word, Excel, Outlook and Teams</p>	<p>Relevant administrative qualification</p> <p>Knowledge of an education, school, SCITT or teacher training environment</p> <p>Knowledge of safeguarding and data protection practices</p>	<p>Application</p> <p>Documentary Evidence</p> <p>Interview</p>
Skills	<p>Demonstrable evidence of good communication and interpersonal skills to enable a professional service that is sensitive, courteous and appropriate to the needs of trainees, colleagues and external stakeholders, both in written and verbal form</p> <p>Good organisational and administrative skills, including effective time management and prioritisation, with proven accuracy and attention to detail</p> <p>Ability to work constructively as part of a small team, understanding SCITT roles and responsibilities and your own position within these</p> <p>Computer literate with accurate keyboard skills and confidence using IT programmes to support a professional and effective service</p> <p>Ability to handle confidential information appropriately and follow agreed procedures</p>		<p>Application</p> <p>Interview</p> <p>References</p>
Experience	<p>Working in a general administrative capacity within a busy office environment</p> <p>Evidence of undertaking routine administrative tasks within agreed timeframes and with competing demands</p> <p>Experience of maintaining accurate records, filing systems or databases</p> <p>Experience of managing confidential and sensitive information effectively and appropriately</p>	<p>Experience of working in a school, SCITT, ITT, higher education or similar education setting</p> <p>Experience of basic finance administration, invoice processing or purchase order systems</p> <p>Experience of trainee, student or applicant administration</p>	<p>Application</p> <p>Interview</p> <p>References</p>
Personal attributes	<p>A commitment to high standards of service, with a helpful approach and an understanding of the importance of supporting trainees professionally and sensitively</p>		<p>Interview</p> <p>References</p>

	<p>A pro-active team player with a flexible approach, bringing enthusiasm and a helpful attitude to work</p> <p>Ability to work collaboratively and use own initiative to contribute to the quality and efficiency of the service</p> <p>Ability to deal with situations confidentially and sensitively</p> <p>Reliable, accurate and able to work independently for agreed hours each week</p>		
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