



## Twyford Church Of England Academies Trust

“I have come that you might have life  
and have it to the full” John 10 v10



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### Ada Lovelace Church of England High School

#### Job Description

<b>Job Title:</b>	<b>T Level Placement Administrator (1-year fixed term contract)</b>
<b>Grade:</b>	Grade 6 Points 18 – 20 £12,947 - £13,334 pa (this is the prorated salary for a term time only contract)
<b>Line Manager:</b>	T Level Lead /Administration Manager
<b>Supervisory responsibility:</b>	None
<b>Hours:</b>	Part time 0.4fte (14 hours/week; 1 full day & 2 half days term time only/year plus 8 paid half day's pre-employment handover prior to summer holidays*)

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#### Roles and Responsibilities:

##### Administration

- Develop and maintain database of existing industry partners
- Undertake all administration associated with student Industry Placements (e.g., safeguarding forms, risk assessments, work placement logs etc.)
- Create and manage a calendar related to repeated Industry Placements
- Provide key information relating to placements for the T Level Leadership team and admin support relating to student selection process for Industry Placements
- Undertake preparation for all 6<sup>th</sup> form trips including, but not limited to; gaining consent from parents, ensuring it's added to the school calendar via events and preparing medical trip packages for the trip lead before departure

##### Recruit Industry Partners

- Organise and deliver industry partner attraction events set up
- In association with the Trust Project Team, recruit new Industry Partners in the 3 T Level subjects

##### Relationships

- Develop and maintain relationships with key industry partner contacts (face-face and online)
- Manage and monitor the staffing and be part of the team that undertakes Industry Placement checks ins & visits

**Student preparation:**

- Develop and deliver student facing support for all students applying for Apprenticeships (using assessment centres)
- Create and maintain a database of apprenticeships for Y13 students to apply to.

**Person Specification**

Education and Qualifications	Essential	Desirable
GCSE passes in English and Maths, or equivalent	✓	
Educated to at least GCE A Level	✓	
A good degree		✓
General administration qualification		✓

Knowledge and Experience	Essential	Desirable
Good ICT skills	✓	
Intermediate or advanced MS Office user	✓	
Previous administrative experience or of working in an office environment	✓	
Excellent standard of written English	✓	
First Aid qualification		✓
Experience of delivering First Aid		✓
Experience of working in a customer service and support environment		✓
Experience of working within a school environment		✓

Personal Qualities	Essential	Desirable
Professional attitude and approach to work	✓	
Willingness and ability to manage own time and take full responsibility for work	✓	
Ability to organise, plan and prioritise work, paying attention to detail	✓	
Enthusiasm for working with staff and students	✓	
Ability to communicate clearly and effectively with different audiences, orally and in writing	✓	
Able to demonstrate discretion, confidentiality and commitment	✓	
Customer focused with excellent customer care skills	✓	
Excellent attendance and punctuality	✓	

## Key Terms and Conditions

### Pay:

Grade 6 scale points 18-20 Starting salary is on the lowest scale point in the grade; increments are then paid to staff with more than 6 months service in April of each year until the highest scale point in the grade is reached. Payment is by bank transfer on or by 26<sup>th</sup> of each calendar month.

### Hours of work:

The working week is 14 hours; 1 full day with a half an hour lunch break and 2 half days - working days and hours tbc and to be discussed at interview.

### Weeks of work:

**Term time only** comprises 40 weeks (200 days). This includes 190 teaching days plus 10 additional days to be worked as directed (prorated for part time employees), and discussed, with the Executive Assistant. This would normally include evening induction events and hours doing the summer holidays. At 0.4 this would mean an additional 4 days are required.

### Pension Scheme:

You will be entitled to join the Local Government Pension Scheme. Details of the scheme are found here: [www.lgps.org.uk](http://www.lgps.org.uk)

### Probation:

All support staff appointments are subject to satisfactory completion of a 6 month probationary period.

*The Twyford Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undergo the child protection screening appropriate to the post, including an enhanced disclosure from the DBS (Disclosure and Barring Service) and references from previous employers. For more information about the DBS please see <https://www.gov.uk/disclosure-barring-service-check>*

*The post-holder will also be expected to read and adhere to the Trust's Child Protection Policy, and any other Safeguarding documents stated within this.*