

Vacancy: Course Administrator for Mid Essex ITT

An exciting opportunity has arisen to join the Mid Essex ITT team, an outstanding* teacher training provider based at Notley High School & Braintree Sixth Form. A Course Administrator is required from September 2019 to work alongside the existing Course Administrator and provide administrative support for the Director and Course Tutors. (*Ofsted, October 2017).

Post title:	Course Administrator
Salary Scale:	Local Government Service (LGS) Pay Rate Band 2 to mid-point, points 3-5 (actual starting salary £12,444.87 per annum)
Hours:	30 hours per week term-time only plus staff training days; 39 weeks per year (subject to MEITT funding and the continuation of Lead School Status). In addition a holiday entitlement of 5.3 weeks will be paid
Responsible to:	Director of Mid Essex ITT
Reporting to:	Director of Mid Essex ITT on a day to day basis

Mid Essex ITT has been training secondary school teachers for 25 years, In 2018-2019, it trained 54 teachers in 20 different schools across Essex. The Course Administrator will support the team of five other staff members in order to maintain the smooth running of the ITT office. Candidates are not required to have prior knowledge of teacher training, although some experience of working in schools is desirable. More important is the willingness to learn and a commitment to your own professional development. As part of the role, you will be asked to attend training in safeguarding, safer recruitment and there will be opportunities to complete further training/CPD.

To find out more about Mid Essex ITT, please visit www.midessexteachertraining.com

For an informal chat about the role, please contact Sophie Allchin on 01376 556340 or at sophie.allchin@midessexteachertraining.com (Monday – Friday, 8am-5pm)

An application form, Job Description and Person Specification will be available to download from www.notleyhigh.com/vacancies or by contacting the Human Resources Department on 01376 556304 or 01376 556364, or via email at recruitment@notleyhigh.com

Closing date for applications: Monday 1st July 2019 at midday

Interviews: To be held during the week beginning Monday 8th July 2019

North Essex Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments will be subject to DBS clearance and satisfactory references.