

Job Description

Job Title: Senior Administrator OIE

Reporting to: OIE Manager

Grade: Scale 5 point 12-17

Accountable for: Supporting the delivery of initial teacher training and early career support for the Outwood Institute of Education.

Overall purpose of the post:

To provide administrative leadership, supported by the Manager, to the Outwood Institute of Education Conference Centre as required, including the organisation and support of events held at the centre and operational management of the Conference Centre in the Manager's absence. This role will focus on supporting the delivery of our teacher training and early career teacher programmes.

Main duties and responsibilities:

- Provide senior administrative support to the OIE Leadership team;
- In the absence of the Manager, provide operational management at the Conference Centre;
- Liaise with the OIE Leadership team regarding the organisation of the events diary and preparation of the event programme;
- Support all events for our teacher training and early career teacher programmes, including recruitment events;
- Offer pastoral support to our trainees and early career teacher;
- Liaise with event leaders and participants before, during and after events take place and manage an effective administration service;
- Maintain accurate information for producing reports on events/recruitment and implement, record and report event evaluations;
- Management of UCAS for teacher training courses;
- Prepare event spaces fully for each event including layout, functioning ICT/audio equipment and ensure refreshments are organised and provided;
- Respond to enquiries promptly and accurately, provide tours of the venue and give accurate venue and course details;
- Support the use of other venues within the Trust and within partner HEIs;
- Ensure the administrative time prepare event spaces fully for each event including layout, functioning ICT/audio equipment and ensure refreshments are organised and provided;
- Maintain safety and security of all individuals involved in events by reporting any safety concerns, adhering to fire safety regulations and implementing correct procedures for recording attendance;
- Adhere to office procedures and maintain accurate record keeping;
- Maintain a good working relationship with colleagues;
- Demonstrate an active commitment to own professional development;

- To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the Academy policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Special Features

- Normal Working Pattern: 10:30am – 6.30pm Monday - Thursday and 9:00am – 4:30pm on a Friday
- Additional hours required to take minutes at meetings outside working hours and provide support at events at other venues throughout the Trust.

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.