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**Administrator**

**(SCITT – School Centered Initial Teacher Training)**

**Permanent**

**Full Time (36 hours per week)**

**Salary: Band 5, scale points 9-14 actual salary £21,606.96-£23,512.27**

**Term Time Only plus 5 days within school closure period**

Are you looking for a role which will have a direct impact on the lives of young people across Tameside and Rochdale?

We are looking for an exceptional individual to join our Central Team supporting our Teacher Training programme. The post holder will be highly organised, have a great eye for detail and will have the safeguarding of young people as one of their personal core values.

You will work with potential and actual candidates of our teacher training programme as well as with internal and external stakeholders, coordinating interviews and engagement events as well as supporting with the production of materials. The post will report directly to the SCITT Director.

**About our Trust**

Great Academies Education Trust (GAET) is a multi-academy trust (MAT) currently comprising of four academies and a Teacher Training programme. We have ambition to grow in line with the Government’s agenda to increase schools supported through MAT’s. It is a really exciting time to join us!

We offer excellent staff benefits which includes enhanced annual leave, access to Westfield Health and the Greater Manchester Pension Fund as well as access to onsite fitness suite and a cycle to work scheme.

**About You**

You will be highly relatable and able to build strong working relationships across all stakeholders. You will thrive on a varied role where no two days are the same. You will be able to provide high quality administration support to your team and our teacher training candidates. You will have a good working knowledge of Right To Work checks and DBS checks. You will have experience of designing and creating programme documentation or a willingness to learn. Overall you will have an empathetic approach towards our trainees to enable you to support their pastoral needs.

Your work ethic will role model our GAET Values:

**G**enuine - mutually trusting, open, honest and reflective.

**R**espect(ful) to all without ego or arrogance.

**E**xcellent at what they do, striving for excellence and intolerant of mediocrity.

**A**chievement focussed- an aspirational understanding that academic excellence is the goal and how we support that in our own areas of work.

**T**ogether - believing that we can make the biggest difference when we work as a strong team.

**About the Role**

This is a key role within our SCITT team and will give you the opportunity to work with a number of different stakeholders both internally and externally.

Please visit our website [Current Vacancies | Great Academies](https://www.greatacademies.co.uk/work-for-us/current-vacancies/) for the vacancy pack including job description and person specification. Applications for the role can be made by submitting a fully completed application form, outlining how your experience meets the person specification to [mtssswindin@middtech.com](mailto:mtssswindin@middtech.com)

**Great Academies Education Trust is committed to safeguarding the welfare of children, you will be required to apply for an Enhanced Disclosure from the Disclosure and Barring Service if you are offered the position.**

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If you would like an informal discussion about the role, please contact Sarah Swindin (SCITT Director) directly on 07920 888 244.

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**Closing date for applications**: 31/10/2024 at midday.

**Interviews are expected to take place Friday 8th November 2024.**