**Job Description**

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| **Job Title** | Teaching School (TS) Hub Administrator |
| **Grade** | Scale 6 point 17 |
| **Reports to** | TS Hub Director and nominated TS Hub NPQ leads. |
| **Liaison with** | Headteachers, staff at all levels inside and outside the Saffron Hub area. |
| **Job Purpose** | Responsible for the smooth operation of the NPQ and wider CPD programmes, providing efficient and professional administrative support to the Director and NPQ leads.  |
| **Duties** | **Administration*** To ensure the smooth operation of the NPQ programmes, providing efficient and professional administrative support to the Director and NPQ leads
* Use initiative to respond to e-mails and telephone calls from participants and staff from schools and resolve issues where possible, keeping Director and NPQ leads informed.
* To organise and co-ordinate the arrangements for recruitment and retention of participants across the NPQ programmes.
* To attend meetings as required.
* To maintain the database listing all NPQ participants.
* To develop and update the NPQ page on the website.
* To attend NPQ Administrator course and workshops and report on issues to the Director and NPQ leads as required.
* To liaise with the Finance Manager regarding NPQ invoicing
* Develop links with other local NPQ providers.
* Booking venues and catering for face-to-face events.

**Recruitment and Selection*** Provide advice and guidance to all enquiries regarding NPQs.
* To produce publicity materials and liaise with schools and other Hubs.
* To log all NPQ enquiries and manage the administration of all NPQ applications.

**Financial Responsibilities*** Prepare documentation for finance relating to payments to facilitators, internal transfers and payments to schools.
* Responsible for checking invoices for payment.
* Liaises with Director and NPQ leads on payments from lead providers and other external agencies.
* To liaise with the lead providers and other external agencies around fees, arrange and manage the raising of invoices in liaison with the Finance Manager

**Personnel Responsibilities*** Reports to Director and NPQ leads on all issues.
* To act as a link between programme participants, facilitators and the Director and NPQ leads, supporting participants and facilitators and ensuring pastoral needs are dealt with in a confidential manner.
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|  | **General*** To participate in the performance and development review process, taking personal responsibility for identification of learning, development, and training opportunities in discussion with Director.
* To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
* Ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy
* The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
* The duties above are neither exclusive nor exhaustive and the post holder may be required by the Director to carry out appropriate duties within the context of the job, skills and grade
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