

Dear Candidate,

Thank you for your interest in the role of Administrator at the Chartered College of Teaching.

The Chartered College of Teaching is the professional body for teachers in England. We are working to celebrate, support and connect teachers to take pride in their profession and provide the best possible education for children and young people.

Vision: Teachers are working in a research-informed way to provide the best possible education for children and young people.

Mission: We celebrate, support and connect teachers to deliver world-class teaching benefiting pupils and society. Together we will raise the status of the teaching profession.

The profession is facing several challenges:

- 1 in 10 teachers are leaving the profession (for reasons other than retiring)
- More than 27,500 teachers who trained 2011-2015 had already left the profession by 2016
- The average teacher in England spends only four days on CPD per year, compared to a global average of 10.5 days
- Teachers are at risk of burnout due to high workloads and expectations.

By raising the status of teaching as a profession, we aim to create a world where highly skilled, passionate and competent people become the visionary and inspiring teachers of the future.

The Chartered College of Teaching is seeking to recruit an Administrator to join our team. This is an exciting opportunity to have a positive impact on the profession until 31 March 2020 as you'll ensure the organising, administration and communication for several Education and Research projects leads to a high quality experience for members and project participants.

We are looking for a highly capable and driven individual for a busy and interesting role. You will work closely with our Project Manager and colleagues until 31 March 2020 to support the effective implementation of several projects across the organisation. To excel in this role, you'll have experience of providing high-quality administration support to a team or department and writing high-quality minutes.

This position provides a genuinely exciting opportunity for the right candidate to make their mark and have a real impact on our success.

We look forward to hearing from you.

Yours sincerely,



Professor Dame Alison Peacock, Chief Executive

Job description

Job Title:	Administrator – fixed term to 31 March 2020
Location:	London.
Hours:	35 hours per week. Weekend and evening working will sometimes be required. Time off in lieu will be available. Part time possible, please indicate on application if this is desired
Budget responsibility:	No
Salary:	£20,000- £22,000

Job Purpose

The Administrator is responsible for supporting the effective implementation of several projects across the organisation; ensuring the organising, administration and communication for these projects leads to a high quality experience for members and project participants. The role will predominantly contribute to projects in the Education and Research team, which develops learning opportunities for teachers and members, mentoring and coaching activity, and online learning programmes.

Main Accountabilities

- Provide key information to members and programme participants via email and over the phone
- Draft, format and print relevant documents
- Ensure that all outward-facing documents meet Chartered College of Teaching brand guidelines
- Distribute, collect and track return of key paperwork, including contracts; ensuring that the legal team have full copies for filing
- Update spreadsheets and analyse data as required
- Minute meetings, ensuring that actions points are recorded and accurate minutes are shared and filed
- Support with the arrangement of meetings and events, for example booking venues, organising refreshments, sorting delegate lists and badges
- Proofread and edit key communication documents
- Arrange and participate in other activities and meetings, including the weekly office meeting, as required
- Attend and participate in learning activities and training to maintain and develop own knowledge and skills
- Carry out other activities as and when required in order to fulfil the purpose and requirements of the role.

Skills and Experience required

Knowledge, Qualifications and Experience:

- Educated to Level 3 or equivalent professional experience
- Experience of providing high-quality administration support to a team or department

- Proficient IT skills and working knowledge of MS Office Suite
- Good knowledge of standard office administrative practices and procedures
- Experience of writing high-quality meeting minutes
- Experience or interest in the education sector (desirable)

Skills/Characteristics

- Excellent attention to detail
- Highly effective organisational skills, with ability to manage a varied workload
- Excellent interpersonal and communication skills (both verbal and written) and professional telephone manner
- Flexible approach to work - able to shift between tasks and respond to ad hoc requests to meet business need
- Self-motivated and driven
- Adopts a professional and responsible approach
- Excellent customer service skills

Application Process

To apply for the role you will need to upload your CV and cover letter at

<https://chartered-college-of-teaching.workable.com/jobs/1044210>

Timetable

Applications invited by: 16:00 on Friday 21 June

First round interviews: Wednesday 26 June

Second round interviews: Monday 3 July

These dates may be subject to change.

We encourage you to apply promptly as we will be reviewing applications as they are received and may complete the process earlier than expected if an excellent candidate is identified at an early stage.

Your Personal Data

As part of any recruitment process, the Chartered College of Teaching collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

Pre-employment checks

All conditional offers of employment are subject to:

- Two satisfactory references
- Proof of qualifications
- Eligibility to work in the UK

Queries

If you have any questions or queries about this role or wish to discuss the position then please contact Hannah Tyreman, Head of Online Learning and Community at onlinelearning@chartered.college with the title 'Administrator'.

The Chartered College of Teaching's benefits

The Chartered College of Teaching offers several core benefits to all employees, in recognition of the dedication of our employees:

- Pension: The Chartered College offers a competitive 8.5% employer contribution to the NEST pension scheme.
- Annual leave: The Chartered College of Teaching offers a generous holiday allowance of 28 days (pro-rated for part-time staff) in addition to the normal bank and public holidays.
- Flexible working: Flexible working may include but is not limited to: working from home, flexible working hours (e.g. hours different to the 9am-5pm standard contract hours), compressed hours and part-time working.
- Travel: The Chartered College of Teaching offers an interest free loan for a season ticket.
- Cycle to work scheme: The Chartered College of Teaching provides a tax efficient way to purchase a bicycle.
- Training and Development: The Chartered College of Teaching encourages all employees to engage in professional development to support development needs.