



JOB OPPORTUNITY ITT (Initial Teacher Training) Administrator

Working with:
Director of Professional and Career Development and the
Central Team

The Emmaus Catholic Academy Trust (Diocese of Salford) is dedicated to providing an outstanding Catholic Education for our pupils. We are seeking to expand our central team and appoint an ambitious and enthusiastic ITT Administrator to join our central team supporting our exciting new Initial Teacher Training provision. As a growing CAT, this is an exciting opportunity to work directly with the Director of Professional and Career Development to develop the provision and our partnership with Liverpool Hope University.

The role is varied and includes working in the central team in an administrative role, supporting an existing portfolio of schools and trainees and being involved in the promotion and management of further placements.

Emmaus CAT schools are based across Greater Manchester, serving the Diocese of Salford within Manchester, Stockport, Trafford, Tameside and Oldham and regular travel to the schools will be part of the role.

The role would be suitable for an experienced, administrator who is already working within the education sector or is keen to move into an organisation and sector which makes a difference to the lives of children and young people.

Please contact Alison Smith, Executive Administrative Manager via email: alison.smith@emmauscat.com for further details and an application pack.

Closing date for applications: Wednesday 20th March 2024, 9am

Interview: Monday 25th March 2024

Contract/Hours of work: Full Time (35hrs per week)
Permanent, all year round
Salary: NJC Grade 5 (SCP 12 – SCP 19) FTE £26,873 to £29,777 pa.

Location:

Based at the CATs Central Offices in Sale, with regular travel to the schools within the CAT.

Our offices are easily accessible from the M60 (J7), the A56 from Manchester City Centre and are within walking distance from the nearest Metrolink Tram station with exceptional amenities.

Line Management:

The ITT Administrator will work directly under the direction of the Director of Professional and Career Development.

Key contacts:

Director of Career and Professional Development, the Central Team, Headteachers, ITT partners Liverpool Hope University, Professional advisors including Diocesan Department for Education, Auditors, DFE, Local Authorities and any other relevant key personnel.

Responsibilities

Working alongside the Director of Professional and Career Development to support our school ITT Direct provision.

