

JOB DESCRIPTION



Post:	BCTSA Administrator (Temporary – 12-month fixed term contract)
Reports to:	Assistant Principal, BCTSA Lead
Salary:	Full-Time Equivalent Salary: £24,796-£26,824 (Grade 2) Pro Rata (Actual Salary): £8,949-£9,681
Hours:	15 Hours per week, Term Time only
Start Date:	September 2026

The Role

The BCTSA Administrator provides effective administrative and operational support for Bishop Challoner Teaching School Alliance programmes, including Early Career Teacher (ECT) provision, CPD and internships. The role is responsible for coordinating programme delivery, managing communications and bookings, supporting marketing activities, and maintaining strong relationships with participants, facilitators and partner schools. Working closely with the BCTSA Lead, the post holder will help ensure programmes are delivered efficiently, provide an excellent stakeholder experience, and contribute to the wider mission and values of Bishop Challoner Catholic College.

Whilst every effort has been made to explain the main duties and responsibilities of the post, this job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties, all individual tasks undertaken may not be identified. This job description is current at the date shown, but, in consultation, may be changed by the Principal to reflect or anticipate changes in the job commensurate within the grade and job title.

Key responsibilities

Administration of programmes

- To be the lead administrator **of** the delivery of all BCTSA programmes, working closely with the BCTSA lead as needed.
- Administration of the external programmes, including monitoring programme completion on online platforms.
- To attend Quality Assurance and review meetings to report on outcomes .
- Liaise with the BCTSA Lead to organise the annual calendar of BCTSA programmes, including confirming facilitators.
- To manage course bookings through the website.
- To manage the training school email account and be the key point of contact for all queries.
- To support the evaluation of all programmes.

Marketing

- To develop the Mailchimp for marketing BCTSA programmes.
- To create marketing materials for BCTSA programmes.
- To run social media **campaigns** to promote BCTSA programmes.

Internships

- To coordinate and lead interviews for internships.
- To manage all communication with interns.
- To liaise with placement schools to organise placements.
- To complete data for Department for Education reporting as required.

General

- To liaise with the Events coordinator, BCTSA lead, and wider team in Challoner House to ensure smooth integration of BCTSA programmes with the wider work of Bishop Challoner.

Wider responsibilities

- Support the school's Catholic values and ethos by implementing policies, practices, and procedures.
- A commitment to safeguarding and promoting the welfare of children and young people.
- Be aware of, understand and comply with policies and procedures related to safeguarding and child protection, equal opportunities, health and safety, confidentiality, code of conduct for staff and data protection.
- Help create a vibrant school community, characterised by consistent, orderly behaviour and caring, respectful relationships.
- Participate in training, the performance management process, meetings, and other learning/development activities as required.
- Help develop a school and department culture and ethos that is committed to achievement.
- To be active in issues of pupil welfare and support.
- Any other duties as commensurate within the pay scale to ensure the smooth running of the school.

BCTSA and Bishop Challoner Catholic College is strongly committed to Safeguarding and promoting the welfare of students and expect staff to share this commitment and maintain a vigilant and safe environment. All posts are subject to an enhanced DBS check with children's barred list check. All staff will be expected to follow the school's child protection policy, and code of conduct for staff.