

The LETTA Trust

Course Administrator

School Improvement Team

Job Description



Job description – Course Administrator

Salary grade: Scale 3

Hours: 35 hours per week term time + 2 weeks

Contract type: Permanent

Responsible to: Finance and Administration Manager

Responsible for: Administrative Assistant (Apprentice)

Main purpose:

To oversee the efficient operational administration of the school improvement team's educational programmes (including apprenticeships, SCITT and undergraduate courses). The Course Administrator is responsible for ensuring rigorous data integrity, maintaining statutory compliance with funding rules and providing effective line management to the apprentice administrative staff, working closely with the Finance and Administration Manager to secure financial and operational security.

Duties and responsibilities

Compliance, finance and data integrity

- Monitor all learner data and administrative processes to ensure compliance with Apprenticeship Funding Rules and Initial Teacher Training (ITT) criteria.
- Act as the gatekeeper for data integrity; conduct secondary checks and oversight of data entered by apprentices into learner management systems and DfE portals (e.g., Apply to Teach, Digital Apprenticeship Service).
- Work collaboratively with the Finance and Administration Manager to ensure all operational data (learner registrations, withdrawals and progress records) is accurate and up to date, enabling secure funding drawdowns, accurate invoicing and successful audits.
- Produce and analyse high-level reports on learner engagement, compliance metrics, and programme delivery for the School Improvement Leadership Team and Finance and Administration Manager.

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Line management and delegation:

- Provide direct line management to the Administrative Assistant (Apprentice), including conducting regular 1:1s, guiding their professional development and supporting them through their apprenticeship coursework.
- Effectively assign and monitor foundational administrative duties (e.g., meeting setups, marketing creation, frontline correspondence, basic data entry) to the apprentice, ensuring work meets the Trust's standards.
- Participate in and lead performance management cycles for direct reports, addressing any workflow or quality issues proactively.

Administration and stakeholder management:

- Act as the second line of contact for complex queries from MAT schools, partner organisations and learners that require deeper knowledge of ITT and apprenticeship frameworks.
- Oversee the course booking and learner management systems, ensuring seamless integration between operations and finance.
- Ensure the apprentice successfully coordinates logistics with facilitators, tutors and assessors for off-site and on-site courses.

Learner support:

- Provide administrative support to learners, including processing paperwork, answering queries, and resolving issues
- Oversee and assist with learner recruitment and onboarding processes
- Support learners in accessing learning resources and support services

Managing own performance and development:

- To participate fully in the Trust's performance management cycle
- To attend relevant training, sharing the knowledge and ideas gained with colleagues
- To demonstrate resilience and resourcefulness, anticipating and solving problems

General requirements:

- Show commitment to the Trust, its inclusive ethos and equal opportunities for all in the school community, opposing strongly any form of discrimination
- To work collaboratively with other team members to meet the aims and objectives of the school improvement team
- To work between LETTA Trust schools and training settings as required, and expect to be working off-site on occasion
- To attend all meetings and training required for the role
- To safeguard and promote the welfare of pupils and follow the child protection procedures adopted by the Trust.
- To maintain awareness of and comply with all relevant Trust policies –particularly any matters relating to Confidentiality, Safeguarding, Health & Safety or Equal Opportunities
- To undertake any professional duties commensurate with the grade of the post

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Notes:

- This job description is illustrative of the general nature and level of responsibility of the work. It is not a comprehensive list of all tasks that the post holder will carry out
- The job description may be amended at any time in consultation with the post holder

Employer's signature:

Date:

Post holder's signature:

Date: