

The LETTA Trust

Course Administrator

Person Specification

Candidates are strongly advised to address all of the following points on their application form. These criteria will be used for shortlisting purposes & candidates will be selected entirely on the extent to which they meet the criteria.

Essential

1. To be an excellent administrator and have a commitment to your own continuing professional development
2. A strong working knowledge of statutory compliance within education, specifically an understanding of Apprenticeship Funding Rules and/or Initial Teacher Training (ITT) criteria (or the demonstrable ability to learn these rapidly)
3. Excellent interpersonal skills, with the ability to communicate well with diverse stakeholder groups and manage complex or escalated queries
4. Experience overseeing data integrity, conducting secondary checks and preparing documentation for audits or financial reporting.
5. High-level autonomy and the ability to self-manage time, prioritise tasks and balance competing workloads across multiple educational programmes without direct daily task supervision
6. The ability to effectively line manage, delegate tasks to, and support the professional development of apprentice administrative staff
7. High proficiency and confidence in the use of administrative technology, including database programs, learner management systems and government portals (e.g., DfE portals)
8. Knowledge and understanding of and commitment to inclusion
9. To understand the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities and Health & Safety
10. The ability to work well in a team and demonstrate a commitment to the success of learners and staff across the LETTA Trust and partner schools
11. GCSE Grade C/4 in English and mathematics, or equivalent
12. Relevant experience and/or qualification related to the role
13. A commitment to your own continuing professional development

Desirable

1. Experience of work in an office or school environment, particularly in a Further Education or Higher Education setting
2. Prior experience in formal line management or performance management of staff
3. Familiarity with school or Multi-academy Trust (MAT) finance processes and invoicing pipelines