



NOTRE DAME HIGH SCHOOL

SHEFFIELD

Sheffield SCITT and Hallam Teaching School Commercial and Compliance Manager (Permanent/Full-time)

Further information

The Sheffield SCITT and Hallam Teaching School are both operated by Notre Dame High School in Sheffield. Notre Dame High School is the legal body for the activity of both. The successful candidate will be employed by Notre Dame High School.

The Sheffield SCITT is the second largest provider of Initial Teacher Training (ITT) in South Yorkshire, training over 100 new teachers every year. As well as managing finances around student bursaries and loans, the successful candidate will be responsible for ensuring that the operation of the Sheffield SCITT is compliant with Department for Education (DfE) requirements for ITT providers and for ensuring that the Sheffield SCITT is able to demonstrate compliance in the event of an inspection.

Hallam Teaching School operations include the running of a large amount of professional development activity, primarily across Sheffield and South Yorkshire, but also further afield. This includes prestigious contracts such as the South Yorkshire Maths Hub, the South and East Yorkshire Science Learning Partnership, the Sheffield Associate Research School and coordinating the delivery of the Early Career Framework across a large number of schools. The successful candidate will be responsible for the commercial aspects of this work.

The combined annual activity described above involves working and contracting with over half of the 400 schools in South Yorkshire, and with other schools further afield. The combined financial turnover of SCITT and Teaching School activity is comparable to that of a large primary school.

The Sheffield SCITT and Teaching Schools contracts all have project leads and are supported by an office team consisting of an Office Manager, a Maths Hub Coordinator, two Administrators and one part time Communications manager. The successful candidate will be expected to design and manage commercial and compliance systems and, where appropriate, direct administrative work appropriately.

The successful candidate will be line managed by the Director of the Teaching School.

At the current time, Notre Dame High School is a stand-alone Academy. In March 2022, Notre Dame High School will join the first phase of two new Multi Academy Trusts comprising the 47 Catholic schools within the Diocese of Hallam. There are not expected to be any changes to terms of employment when this happens, although it is likely that the formal establishment of a larger organisation will provide greater career development opportunities in the future.

Notre Dame High School is committed to safeguarding and promoting the welfare of children & young people and expects all staff to share this commitment. The successful applicant will be required to complete an Enhanced DBS Disclosure.