

# Helen Bayfield

**Education Administrator: AO Route, PCE, School Direct, SKE & SCITT**

Institute of Education

## Contact Details

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## Role Summary

The Education Administrator ( Assessment Only Route, Post Compulsory Education, School Direct, SCITT and SKE) provides administrative support to academic staff within the Primary and Secondary Initial Teacher Training teams who run these programmes as part of their wider roles.

The role is varied and requires a high degree of professionalism, confidentiality, commitment and use of initiative. The post also involves a high level of confidentiality. Helen is the central point of contact for staff, students and a range of external organisations, and is responsible for ensuring the efficient management of all administration relating to the Assessment Only (AO) Route, Post Compulsory Education (PCE), School Direct Programme (Training and Salaried routes), Subject Knowledge Enhancement (SKE) and SCITT (Bromley and Devon) as well as making significant contributions to the management of programme quality.

## Role and Responsibilities

This Job Description is currently being updated

## Qualifications and Training

- BSc (Hons) IT for Education & Training
- Associate Accounting Technician
- Leadership Certificate Training
- Advanced Word Training
- Advanced Excel Training
- Advanced Access Training
- Office 2012 Training
- Minute Taking Training
- Outlook Training
- Project Management Course
- Mentoring

## External Responsibilities

Helen is also a STEM Ambassador

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