

Viking Academy Trust



Job Description

Position: APPRENTICE ADMIN ASSISTANT

Name of Member of Staff:

Member of Staff:

Date:

Executive Headteacher: *MJenni*

Date 09/09/2022

Viking Academy Trust

JOB DESCRIPTION: Apprentice Admin Assistant

“Empower children through education: One Childhood One Chance”

PREAMBLE

All staff and members of governance make the education of pupils at the Viking Academy Trust their first concern and are accountable for achieving the highest possible standards in work and conduct.

All staff and members of governance act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.

THIS IS A TRAINEE ROLE.

Viking Academy Trust Base School:	Upton Junior School
Job Title:	Non-Education Support Staff: Apprentice Admin Assistant
Line Manager:	Central Administration Manager
Hours:	30 hours per week
Pay Grade:	National Minimum Wage

DESCRIPTION OF POST

To undertake reception duties in the school office and admin related tasks.
To become a member of our dedicated office team.

OUTLINE OF DUTIES

To undertake reception and other duties as follows to support the smooth and efficient running of the school office.

RECEPTION / CUSTOMER SERVICE

- Provide an efficient and professional reception service - greeting visitors, staff and pupils and ensure they sign in / out in accordance with school procedures.
- Answer enquiries received in person / by phone or via emails - responding to queries / relaying messages and acting on instructions as needed and referring on where appropriate.
- To ensure the reception area is organised and a clear desk is maintained in accordance with GDPR.

FIRST AID

- To act as a main first-aider, full training will be given
- To monitor and order first aid supplies
- Administer medicines to pupils as appropriate; maintain pupil medical records, in order to adhere to strictly laid down procedures

ADMIN DUTIES

- To carry out general office duties as directed by the Central Administration Manager and the Head of School.
- Prepare registers and update records (e.g. for school dinners) and ensure information is shared as required.
- Prepare and distribute routine home / school correspondence for approval by the Head of School. Maintain copies of all correspondence to parents.
- Assist with the organisation of school trips / clubs - ensuring all required records and permission slips are available to the group leader.
- Receive / open and distribute all incoming mail and deliveries. Track circulation of correspondence in school as required.
- Maintain school diary and arrange meetings / room bookings / visits from external agencies as required.
- Undertake a range of administrative tasks to support the efficient operation of the school - including word processing / data entry / filing.
- To administer first aid (training will be provided).
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Assist with hospitality arrangements for visitors.

OTHER RESPONSIBILITIES

Above all you need to like children, to want the very best for them and be prepared to put their needs first. Children will be at the heart of your work. You must be able to demonstrate that you understand the importance of educating the whole child within a creative & innovative school setting.

To maintain the highest standards of confidentiality at all times.*

Any other task - as requested by the Central Administration Manager or Head of School which shall be deemed to fall within the general boundaries of the post**

PERFORMANCE APPRAISAL

This job description may be amended at any time after discussion with you.

Your job description is intended as a reference document which identifies your main responsibilities and activities.

**NB Under no circumstances should a staff member discuss or share any information about a pupil or other matters with any parent or third party without prior consent. All enquiries concerning pupils should be directed to the class teacher or Head of School.*

***This job description describes in general terms the normal duties that the post holder will be expected to undertake. However, the job description or the duties therein may vary or be amended from time to time without changing the level of responsibility associated with this post or grade.*

Reviewed and amended September 2021
