## 

## Job Description

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| **Job Title** | Business Administration Apprentice |
| **Grade** | Apprentice Rate (NMW/NLW) |
| **Responsible to** | Office Manager |
| **Responsible for:** | None |

**Purpose of Job**

To provide effective and efficient administrative support to the wider school team.

**Main Duties**

* To act as the first point of contact for the school office, responding to telephone and email contact and routine queries referring to other staff as appropriate.
* Establish and maintain good relationships with all students, parents/carers, colleagues, suppliers, contractors and other professionals.
* Undertake reception duties including the signing in/out of visitors to the school.
* Welcome and receive visitors/callers to the school, for example, parents/carers, professionals from outside agencies, and shall deal with enquiries as required, maintaining security requirements and confidentiality.
* Draft routine correspondence, i.e. letters, memos etc. as required
* Support the development and maintenance of administration systems and processes to support the work of the school.
* To be responsible for monitoring levels of stationery and placing orders as required.
* To support the organisation of school events, i.e. training or inset days.
* To provide general administrative support as required including routine word processing, photocopying, filing, faxing and collating reports.
* Placing orders.
* Provide efficient and accurate clerical support to her/his line manager

**General**

* To undertake any other work appropriate to the level and general nature of the post’s duties.
* Provision of ad hoc duties in Trust schools as required.
* To undertake all duties with due regard to the provisions of health and safety regulations and legislation, the Trust’s/School’s Equal Opportunities, Data Protection and statutory obligations in respect of safeguarding children.

**Person Specification**

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**Method of Assessment:** AF= Application Form, T = Test, P = Presentation, I = Interview

**Shortlisting Criteria:** Essential criteria assessed via application form should be used to shortlist.

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| **Criteria** | **Method of Assessment** | **Essential/ Desirable** |
| **Knowledge, Skills & Experience** |  |  |
| * Good standard of numeracy and literacy skills. * Ability to use basic ICT software packages, equipment and other resources effectively. * Ability to build and form good relationships with colleagues. * Ability to work constructively as part of a team, understanding roles and responsibilities. * Good verbal and written communication skills appropriate to the need to communicate effectively. * Initiative and ability to work when under pressure. * Able to work flexibly and respond to unplanned situations. * Able to appropriately deal with confidential information. * Efficient and meticulous in organisation. * Desire to enhance and develop skills and knowledge through CPD. | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I | E  E  E  E  E  E  E  E  E  E |
| **General** |  |  |
| Commitment to the highest standards of child protection and safeguarding.  Understanding of and commitment to the Trust’s/School’s equal opportunities policies and ability to put into practice in the context of this post.  Understanding of and commitment to the Trust’s/School’s obligations in respect of the General Data Protection Regulations (GDPR) 2018. | AF/I  AF/I  AF/I | E  E  D |