



Business Administration Apprentice

Job Description

Employees of the Skills for Life trust will ensure they are positive role models by demonstrating the Trust's Mission Statement and Values.

Responsible to: Office Supervisor

Purpose

- To provide an efficient and effective administration service for the school and parents.
- To undertake a variety of administration duties associated with the school office and provide overall office support.

Key Responsibilities

- 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 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.

- Support with the tasks associated with admissions and appeals.
- To help maintain waiting list for school places and apply the criteria for admissions in accordance with school policy.
- To help arrange admissions meetings for new parents with Headteacher or class teacher.
- To create and maintain accurate pupil records and school roll information on the relevant Management Information System.
- To help collate admissions data producing routine reports and prepare statistical returns regarding admissions.
- Assist with attendance as and when needed.
- Provide support to the school with administrative tasks as required.

Person Specification

	Essential	Desirable
5 GCSEs at Grade C/4 or equivalent, including Mathematics and English.	*	
Previous experience of working in an educational based environment.		*
Good ICT skills with previous experience of using Microsoft packages such as Word, Excel and Outlook and Management Information Systems	*	
Excellent verbal communication skills for dealing with enquiries from pupils, teachers, parents, Governors and other visitors.		*
Ability to work as part of a team	*	
Ability to work on own initiative and prioritise workload		*

The above list is indicative and not exhaustive. The post holder is expected to carry out all such additional duties as are reasonably commensurate with the role.

Employees are expected to present themselves and to act in a professional manner at all times, according to The Skills for Life Trust Code of Conduct.

I agree that this job description conveys an accurate description of this job.

This job description is not exhaustive and subject to review by the Headteacher in consultation with the post holder as appropriate to the changing needs of the Academy, or anticipates changes in the job commensurate with the grade and job title.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The Trust will endeavour to make any necessary reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.

Signed..... Date.....
Employee

Note: Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.