

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Level 3 Business Administration Apprentice
<b>RESPONSIBLE TO:</b>	Senior HR/SLT Administrator
<b>GRADE/SALARY:</b>	Apprentice National Minimum Wage (age-dependent rate)
<b>CONTRACT:</b>	Term-time only / 18-month Apprenticeship

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### PURPOSE OF THE POST

To facilitate office organisation and communication by performing administrative duties as well as acting as the Academy's receptionist. To provide effective and proficient administrative support to the wider staff team.

### MAIN RESPONSIBILITIES

General Administration:

- To act as the first point of contact for the Academy, providing a professional welcome and responding to in-person, telephone and email queries, and referring queries onto other staff, as appropriate.
- To undertake reception duties, assisting with the signing in/out of visitors to the Academy.
- To use ParentMail to send out communication to parents/carers.
- To assist with pupil welfare matters and contacting parents/carers where necessary.
- To keep the School Management Information System (SIMS) database maintained with up-to-date pupil information.
- To maintain pupil attendance registers on SIMS.
- To draft routine correspondence i.e., letters/emails as required.
- To prepare documents by printing, copying and binding, as required.
- To distribute incoming mail to relevant staff and process outgoing mail using the franking machine.
- To schedule appointments and events in the main shared Academy calendar.
- To file documents/pupil correspondence in confidential pupil files.
- To support the organisation of school events, i.e., training/inset days.

- To undertake any other tasks appropriate to the level and general nature of the post's duties.
- To maintain data protection/confidentiality requirements in all areas of the job role.

#### HR Support:

- To support the Senior HR/SLT Administrator in the accurate filing of sensitive and confidential Payroll / HR documentation.

#### Finance Support:

- To be responsible for monitoring levels of stationery and placing orders as required.
- To raise purchase orders for supplies on PS Financials Online.

### **DATA PROTECTION**

To be aware of the PLT's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this.

### **CONFIDENTIALITY**

You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees' access to and use of the schools' databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

### **EQUALITY**

The school has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, undertake appropriate training and challenge racism and discrimination.

### **HEALTH AND SAFETY**

Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defects

and hazards to management.

## **SAFEGUARDING**

We are committed to safeguarding and promoting the welfare of children and young people and expect all employees and stakeholders to share this commitment.

This post is subject to an enhanced DBS check. Further information about the disclosure can be found at [www.disclosure.gov.uk](http://www.disclosure.gov.uk).