



# BUSINESS ADMINISTRATION APPRENTICE

SCHOOL OF SCIENCE AND TECHNOLOGY MAIDSTONE

JOB DESCRIPTION	
<b>Job Title</b>	Business Administration Apprentice
<b>Grade</b>	Apprenticeship rate
<b>School / Department</b>	SST Maidstone
<b>Base</b>	SST Maidstone
<b>Hours</b>	37 per week
<b>Reports to</b>	Office Manager/PA to Headteacher
<b>Accountable to</b>	Headteacher

## Job Summary

A school business administrator apprentice is responsible for learning and assisting with various administrative tasks related to managing the business operations of a school. The role involves supporting the smooth and efficient administration of school operations, particularly in relation to examinations and data management. Working closely with the Office Manager and Exams Officer, the Business Apprentice will provide confidential support in key administrative tasks, exam organisation, and the day-to-day running of the school office.

For the successful apprentice, we would endeavor to tailor-make their experience to their needs and aspiration. The apprentice will work under the guidance of experienced administrators to gain practical experience and develop skills essential for a career in school administration.

## Key Working Relationships

- Headteacher;
- Office Manager;
- Exams Officer;
- Leadership Team;
- Office Staff;
- Teachers and Students.

## Key Responsibilities

The post-holder will provide a range of administration service and therefore work is generated throughout the day. This might include the following tasks:

### Areas

- Assist the Exams officer with the preparation and running of exams during different times of the year
- Support data entry and management of the school's Management Information System (MIS), ensuring accuracy and confidentiality
- Arrange necessary stationery orders
- Assisting with the preparation and issuing of letters
- Issue and distribute emails as requested
- Assist with the development of relevant school literature
- Answering the telephone and covering receptions, after initial training
- Letters and email communication to stakeholders

- Booking meetings and venues
- Administration tasks in relation to school trips
- Supporting the organization of school events
- Supporting with our transition programme
- Assisting with hospitality arrangements
- Working with our SEND department supporting with paperwork

## Safeguarding

As a VIAT employee you will commit to safeguarding and promoting the welfare of children and young people.

## Equality and diversity

The Trust expects every employee to take responsibility for promoting a culture that values and respects difference.

## Statement

The list of duties in this job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

PERSON SPECIFICATION		
AREA	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Educated to GCSE level or equivalent including Maths and English.</li> </ul>	<ul style="list-style-type: none"> <li>We would like a Level 3 Apprentice who has completed a Level 2 award in administration of similar, and level 2 English and Maths are desirable (GCSEs at A-C or 9-4, or Functional Skills equivalent).</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience working with key software such as Microsoft Word and Excel.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of school procedures, organisation and structure so that work can be prioritised.</li> <li>Experience of a busy office environment.</li> <li>Experience of verbal and written communication with a variety of stakeholders.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Knowledge of the use of key software such as Microsoft Word and Excel.</li> <li>Awareness of the role of an administrator and the function of the team the role supports.</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>Excellent attendance and time keeping record.</li> <li>Good secretarial/word processing skills with clear working knowledge of Word for Windows and Excel.</li> <li>Good interpersonal skills; the ability to communicate effectively with a variety of people and to assess and diffuse confrontational situations.</li> <li>Flexibility.</li> </ul>	
<b>Attributes</b>	<ul style="list-style-type: none"> <li>Capacity to remain calm under pressure.</li> <li>A sense of humour.</li> <li>Able to work supportively as a team member and able to take own initiative when working independently.</li> <li>Discretion.</li> <li>Good personal organisation skills.</li> </ul>	