**Job title: Finance & Business Administration Apprentice**

Job Purpose:

Facilitating office organisation and communication by performing Finance and administrative duties as well as acting as a receptionist.

Main Areas of Responsibility:

ADMIN

* To undertake reception duties and provide a welcome to all enquiries both in person

and by telephone.

* Assist with pupil welfare matters and contacting parents/carers when necessary.
* Keeping the school management information system (SIMS) up to date.
* Answering phones and directing calls to relevant member of staff.
* Taking phone messages and passing them on to relevant member of staff. Sending/dealing with emails.
* Preparing documents by printing, copying, and binding.
* Collecting and sorting post.
* Scheduling appointments and events in the school calendar.
* Manage bookings for the school meeting room.
* Ordering office stationery and other supplies.
* Preparing meeting rooms by setting up chairs and getting refreshments.
* Taking on any other administrative tasks required and providing general office support.

HR

* To support the Finance & HR Officer in the accurate filing of sensitive and confidential Payroll / HR Documentation
* Entering Leave requests / Training request forms onto SIMS system and updating the school calendar

FINANCE

* To support the Finance Officer in day to day accounts book keeping work.
* Maintaining an organised efficient filing system, of all finance documentation.
* Accurately processing Purchase Orders using FMS systems, ensuring the Trusts financial procedures and processes have been followed.
* Matching invoices with Purchase Orders and deliveries, paying suppliers in a timely manner ensuring payment terms are met.
* Reconciling Supplier statements with Supplier accounts using FMS database
* Maintaining statistical spreadsheet with the use of Excel
* Any other Finance duties as directed by the Finance & HR Officer

In addition to the above, the post holder must be committed to safeguarding and promoting the welfare of children and young people.

**Personal Specification**

Qualifications and Training:

* You will be working towards the Level 3 NVQ Certificate in Business & Administration.
* Good standard of general education, with good numeracy and literacy skills.
* Good understanding of ICT.
* A minimum of 5 GCSE's grades A-C to include English and Mathematics.

Skills:

* Advanced working knowledge of Microsoft Excel and Word.
* Ability to communicate effectively both orally and in writing across a wide range of audiences.
* Ability to complete work to a high standard of accuracy and presentation.

Personal Qualities:

* Ability to work with initiative and to tight deadlines.
* Show resilience under pressure.
* Good communication skills.
* Confident telephone manner.
* Have good organisational skills.
* Recognise the need for confidentiality in their work.
* Committed to safeguarding and promoting the welfare of children and young people.
* Committed to working as part of the school team and support its vision and aims.

Equal Opportunities:

* To contribute to the development, establishment and implementation of clear Equal Opportunities objectives for the service, which promote equity for all service users and members of staff and formulate equality targets and performance measures for both employment and service delivery.
* To promote and monitor development and anti-oppressive services which are ethically, religiously sensitive and recognise issues of disability in accordance with legislation and Parallel Learning Trust policy.

This job description will be supplemented by annual target based outcomes, which will be developed in conjunction with the post holder. It will be subject to regular review and the duties listed may be added to or amended.