Job Description: Apprentice Administration Assistant

Pay/Hours: £3.70 per hour (Mon-Friday 8:30am to 4:30pm) - Term time only

Responsible to: Office Manager

Purpose of the Job:
Facilitating office organisation and communication by performing administrative duties as well as acting as a receptionist.

Key duties and responsibilities:

- To provide first point of contact for pupils and parents on reception (in person or on the telephone).
- Liaise with members of the public, pupils and staff regarding school-related enquiries.
- Create documents using Microsoft Office.
- Assist with making up of resources, e.g. photocopying, laminating, binding etc.
- Send/deal with emails.
- File documents, transport paperwork and resources (including post) within the school premises.
- Keep the school management information system (SIMS) up to date.
- Schedule appointments and events in the school calendar.
- Prepare meeting rooms by setting up chairs and providing refreshments.
- Provide refreshments for visitors/staff when required.
- Participate in training and other learning activities and performance development.
- Other duties as required by the Headteacher or Office Manager in order to maintain the smooth-running of the school.

All staff responsibilities:

- Comply with all necessary policies and procedures relating to child protection, equality and diversity, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.
Person Specification: Apprentice Administration Assistant

The following outlines the criteria for this post.

Applicants should describe in their application how they meet these criteria.

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>QUALIFICATIONS AND TRAINING</th>
<th>SKILLS AND ABILITIES</th>
<th>PERSONAL QUALITIES</th>
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<tbody>
<tr>
<td>QUALIFICATIONS AND TRAINING</td>
<td>• Good standard of general education, with good numeracy and literacy skills.</td>
<td>• Good organisational skills.</td>
<td>• Ability to travel to work.</td>
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<td>• English GCSE grade C or above or equivalent qualification.</td>
<td>• Working knowledge of Microsoft Excel and Word.</td>
<td>• Professional appearance befitting of a primary school work setting.</td>
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<td>• Willing and able to complete all learning and assessment requirements of the relevant Apprentice qualification framework.</td>
<td>• Ability to communicate effectively both orally and in writing across a wide range of audiences.</td>
<td>• Committed to working as part of the school team and support its visions and aims.</td>
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<td>• Ability to complete work to a high standard of accuracy and presentation.</td>
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<td>• Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.</td>
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