

Job Description

School:	Westlands School
Job Title:	Admin Assistant Office Apprenticeship
Grade:	Intermediate Apprentice Level 2
Hours:	37 hours per week
Responsible to:	Office Manager

Purpose of the Job:

To provide an efficient and effective administrative and reception support service at (School) in accordance with the school policies and procedures. As this is an apprentice post the job holder may be required to work in various areas and teams throughout the school to develop skills, knowledge and experience in all aspects of administration. This will be via on the job training and formal training sessions to establish knowledge and understanding. To attend regular meetings with the supervisor and assessor and attend training sessions leading to an Apprenticeship Certificate in relevant field. This may consist of a National Vocational Qualification, a technical certificate and key skills.

Main duties and responsibilities (Accountabilities):

This is a generic Job Description for all Admin apprenticeship roles and is intended as a summary, therefore, as the roles vary, some of them may not require all of the tasks listed.

The post holder will be expected to carry out the following duties:

To efficiently undertake basic administration and reception duties which may include the following duties as directed:

- Data input, data extraction, photocopying, faxing, filing and typing duties as directed by the Office manager or the School Leadership Team
- To deal with internal and external post and emails on a day to day basis
- To support the team to maintain accurate, timely and legible records
- To answer/deal with queries, both face to face and via the telephone, take messages and pass them on to the relevant member of staff in an appropriate and timely manner.
- To provide appropriate reception cover as and when required.
- To meet and greet visitors as required.
- To maintain filing systems in line with the Trust/school policies and procedures.
- To assist with the ordering and maintenance of stock supplies (specific to role as appropriate).

- Collating information for reports
- Communicating with staff about training provision and booking training courses for staff
- To be a flexible and supportive member of the team.
- To maintain strict confidentiality at all times
- Attend and take part in team meetings & regular reviews with line manager etc.
- To prepare for and attend assessment meetings and participate in relevant training programmes as required by the Trust.
- Throughout the training period the post holder will be expected to complete all educational and training as required.
- To adhere to the Trust Health and Safety regulations and the organisations Policies and Procedures
- To sign a learning contract with the training provider and adhere to the agreement
- To assist in the administration process associated with service audits (specific to role as appropriate)
- To be responsible for the use of equipment assigned for the purposes of work and to report any defects in equipment as appropriate

General

This post is one of continual development. The job description is intended as a guide to the main duties and responsibilities of the post and complements individual objectives set in line with the school's development plan. Responsibilities will be reviewed periodically in line with service priorities and duties may change or new duties be introduced after consultation with the post holder.

Health and Safety

The school attaches the greatest importance to the health and safety of its employees. You are expected to make yourself aware of and comply with the Trust Health and Safety policies, a copy of which is retained in the school office.

Confidentiality

During the course of your employment you may see, hear or have access to information on matters of a confidential nature relating to staff, pupil, parents/carers. Under no circumstances should such information be divulged or passed on to any unauthorised person(s) or organisations.

Asylum and Immigration ACT 1996

In order to comply with the Asylum and Immigration Act 1996, it is Trust policy to check documentation of all applicants in respect of proper immigration status to work in the UK. Employment will not be offered to any applicant or employee who does not have valid leave to remain in the UK or is subject to conditions, which prevent the individual from taking up employment.

Safeguarding Children

The Trust is committed to safeguarding and promoting the welfare of young people; this post is Exempt from ROA and will require an enhanced disclosure from the Disclosure & Barring Service undertaken on all applicants

This job description sets out the key outcomes required. It does not specifically detail the activities required to achieve these outcomes. In consultation with you, the job description may be changed by the headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification

Job Title: Admin Assistant Office Apprenticeship

Grade: Intermediate Apprentice Level 2

Responsible to: Office Manager

	Essential	Desirable
Qualifications	English GCSE or equivalent at C/4 grade or above.	
Experience		Experience in a fast paced customer service environment or of working in a very busy office.
Skills, Knowledge and Abilities	<p>Good command of the English language</p> <p>The ability to communicate effectively both face to face and on the telephone</p> <p>Working knowledge of Microsoft packages</p> <p>An understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety.</p> <p>Ability to respond to the demands of internal changes and work under pressure at times</p> <p>Ability to work effectively and supportively as a member of the school team as well as under own initiative as appropriate.</p> <p>The ability to maintain confidentiality and discretion within all situations.</p> <p>A tactful, polite and sensitive manner in dealings with all.</p> <p>A commitment to own continuing professional development.</p>	