



Saint George's
Church of England School



Job Description: Customer Service/Administration Apprentice

Level:	Apprenticeship Entry Level or above if transferring apprenticeship
Reports to:	Office Manager
Hours:	35 hours per week (Monday to Friday) with day release for college (one day per month)
Pay:	Apprenticeship rates of pay dependent upon age and 1 st or 2 nd year of apprenticeship (if transferring from another employer)

This is an excellent Apprenticeship vacancy for someone looking to forge a career in education administration, working as part of a supportive team based at the primary phase of Saint George's Church of England School, Gravesend.

Administrative Tasks:

- Visitor access to site
- Meet and greet visitors
- Telephone enquiries
- Relaying messages to staff
- Assist with the distribution of incoming post
- Assist with the franking of outgoing post
- Provide cover for the receptionist
- Filing
- Reprographics
- Refreshments for visitors/meetings
- Assist with uniform sales
- Administrative and General Office Tasks
- Be aware of confidentiality and General Data Protection Regulations and ensure that they are adhered to whilst carrying out office duties.

The successful applicant will have the ability to communicate with school visitors and staff at all levels, must be patient, courteous and able to work under own initiative with a precise and methodical approach. The ability to work well within a team is essential along with the ability to seek guidance from senior staff where necessary and to maintain a high level of confidentiality.

Desired Skills, Qualities and Qualifications:

- A fast learner with strong written and verbal communication skills, computer literacy, accuracy and attention to detail.
- A motivated, hardworking, well presented and well organised individual with the ability take responsibility for their job.
- English and Maths GCSE grades A-C, or grade 5.