

### **Job Description**

<b>Job Title:</b>	Business Administration Apprentice
<b>Grade:</b>	Apprenticeship Grade
<b>Hours:</b>	32.50 hours per week, 38.6 working weeks (term-time plus the equivalent of 3 additional days during school holidays)
<b>Responsible to:</b>	PA to Leadership Team, Headteacher
<b>Direct Supervisory Responsibility for:</b>	None
<b>Indirect Supervisory Responsibility for:</b>	None
<b>Important Functional Relationships:</b>	<u>Internal:</u> PA to Leadership Team, Admin Team, Finance team, Headteacher, school staff, Directors, pupils.  <u>External:</u> LA representatives, suppliers of goods and services, contractors, parents, visitors to the school.

### **Main Purpose of Job**

To provide clerical support, within the administration team.

### **Duties and Responsibilities**

- 1) To undertake typing/word processing of correspondence, standard letters, reports, publications and other documents as required by the PA to Leadership Team and the wider admin team.
- 2) To undertake photocopying and document collation as requested.
- 3) To undertake filing in accordance with the established systems as requested. To work within and maintain all school established administrative systems and procedures.
- 4) To input new and updated information on the school's computerised system for pupils' records, and ensuring all records are maintained and up to date. To assist in the production of reports, lists and other information relating to pupils' records as requested.
- 5) To assist with the receipt, recording and holding of lost property.
- 6) To assist the admin team with information from pastoral teams and to prepare and distribute pastoral briefing reports to staff as requested.
- 7) To welcome visitors to the school, ensuring signing in procedures are followed, receiving and prioritising incoming telephone calls, dealing with them appropriately including accurately recording messages as required. To liaise with staff, Directors, pupils, parents and outside agencies as and when required.

- 8) To open, sort and distribute incoming mail to the school in a timely manner, as required. To send, receive and distribute emails and faxes in a timely manner.
- 9) To assist the admin team with preparing and recording outgoing mail (including examination papers) appropriately, including the operation and security of the school's franking machine/postage stamp system. To liaise with postal services, courier services and examination boards as necessary.
- 10) To attend meetings as required.
- 11) To input data relating to school payments and receipts on to the School's computerised accounting systems under the direction of the office team, as required.
- 12) To assist the office team in the collection of receipts relating to payments made by the school and the issuing of receipts for payments made to the school, ensuring all orders and goods received notes are logged on the school accounting systems.
- 13) To assist in the production of reports and statistics relating to school finances as required.
- 14) To assist in the stock-taking and replenishment of stationery and miscellaneous stocks as directed by the PA to Leadership Team.
- 15) To assist in arrangements and organisation of school medicals, vaccinations and eye tests for pupils. To assist in the administration relating to medicines, prescribed drugs and first aid, including administering prescribed drugs and first aid.
- 16) To be aware of and work in accordance with the school's child protection policies and procedures and to raise any concerns relating to such procedures which may be noted during the course of duty.
- 17) To maintain at all times the utmost confidentiality with regard to all financial reports, records, personal data relating to staff and other information of a sensitive or confidential nature.
- 18) To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).
- 19) To maintain confidentiality of information acquired in the course of undertaking duties for the Trust.
- 20) To be responsible for own continuing self-development, undertaking training as appropriate.
- 21) To undertake other duties appropriate to the grading of the post as required.

Date Prepared: January 2017

Prepared by: Newquay Education Trust

## NEWQUAY EDUCATION TRUST

### Person Specification

**Job Title:** Business Administration Apprentice

**Person specification prepared by:** Newquay Education Trust

**Date:** January 2017

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>HOW IDENTIFIED</b>
<b><u>Relevant Experience</u></b>	Ability to use MS Office products including Word, Excel, Email etc.		Application form/ Interview.
<b><u>Education &amp; Training</u></b>	Ability to achieve ICT, Mathematics and English level 2 [GCSE grade A-C].		Application form/ Interview/ References.
<b><u>Special Knowledge &amp; Skills</u></b>	Typing skills.  Communication skills.  Organisational skills.		Application form/ Interview.
<b><u>Any Additional Factors</u></b>	Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.  Reliable and punctual.  Discreet and confidential.  Able to work on own initiative and as in a team.  Comfortable in dealing with children and young people.  Professional and comfortable in dealing with members of the community, Directors and staff.  Neat and tidy appearance at all times.  Friendly and outgoing personality.		Interview.