

Job Description

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| Job Title | Business Administration Apprentice |
| Grade/Salary | £4.62 per hour for under 18, £6.56 per hour for age 18 to 20, £8.36 per hour for age 21 to 22 and £8.91 per hour for age 23 and over |
| Reporting to | A member of the Executive Leadership Team |

Job Purpose

- To support and engage with all parts of the central team function, working alongside colleagues in various teams including HR, Finance, Estates, Governance, Data and Marketing;
- To liaise with both internal and external stakeholders, being the first point of contact for any enquiries at the central team;
- To be responsible for any other administrative tasks as required.

Key Responsibilities and Accountabilities

Key Duties and Responsibilities

- Provide an administrative support function to colleagues in the following areas:
 - HR and Recruitment
 - Finance and Payroll
 - Estates and Operations
 - Governance, Risk and Compliance
 - Data
 - Marketing
 - School Support
- Present a professional, welcoming service, greeting all visitors and offering refreshments;
- Ensure the central office is manned at all times;
- Answer, screen and forward incoming telephone calls, answer queries where possible and redirect appropriately where necessary;
- Respond to routine correspondence and enquiries from staff, parents and other stakeholders in central team email mailboxes;
- Take delivery of incoming mail and distributing to relevant staff;
- Assist the central team with various administrative duties such as scanning, data input and ordering;
- Participate in ad-hoc projects as they arise;
- Establish good working relationships with all Trust and school staff;
- Attend training and participate in personal and performance development as required.

Other Duties and Responsibilities

- Promote high standards of personal professional conduct in accordance with the Trust Employee Code of Conduct;
- Be aware of and comply with policies and procedures relating to child protection, financial regulations, health, safety and security, confidentiality and data protection, reporting all concerns

to an appropriate person;

- Be aware of and support difference and ensure equal opportunities for all;
- Contribute to the overall vision and values of the Trust;
- Appreciate and support the role of other professionals;
- Be prepared to provide additional support to the Central Trust or other schools of the Trust if required;
- Attend and participate in relevant meetings as required;
- Participate in training and other learning activities and performance development as required
- Be proactive in seeking appropriate advice and guidance where required.

The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

Person Specification

| No. | Categories | Essential or Desirable | Assessed by: | |
|--|--|------------------------|--------------|-------------------|
| | | | App Form | Interview or Task |
| Qualifications | | | | |
| 1. | 5 GCSE's including English and Mathematics at Grade C/4 or above, or equivalent, or willingness to work towards; | E | ✓ | |
| 2. | A willingness to undertake appropriate Continuing Professional Development; | D | ✓ | ✓ |
| Experience | | | | |
| 3. | Ability to use appropriate IT and Microsoft Office products (Word, Excel, Outlook etc.); | E | ✓ | ✓ |
| 4. | Excellent organisational and time management skills; | E | ✓ | ✓ |
| 5. | Experience of effective team working and relationship building; | E | ✓ | ✓ |
| Abilities, Skills and Knowledge | | | | |
| 6. | Ability to work as part of a team but also on own initiative; | E | ✓ | ✓ |
| 7. | Has good problem-solving skills; | E | ✓ | ✓ |
| 8. | Possesses good communication skills, both written and oral; | E | ✓ | ✓ |
| 9. | Ability to manage conflicting priorities; | E | ✓ | ✓ |
| 10. | Clear understanding of customer service; | E | ✓ | ✓ |
| Personal Qualities | | | | |
| 11. | Suitable to work with children and young people; | E | ✓ | ✓ |
| 12. | Excellent role model for young people and staff; | E | ✓ | ✓ |
| 13. | Resilience and high personal standards; | E | ✓ | ✓ |
| 14. | Flexibility with a willingness to support and contribute to school/Trust events, as required; | E | ✓ | ✓ |
| 15. | High expectations for self and others and a strong commitment to raising achievements. | E | ✓ | ✓ |