

Job Description
Apprentice Administrator – Term Time only
35 hours per week 8am – 4pm
Fixed Term Contract

Responsible to: The Business Manager and Headteacher.

Purpose of Job: As part of the Administration Team, the apprentice administrator will support the smooth running of the school by being the first port of call for visitors and contractors to the site. Working alongside an experienced administrator they will report to the School Business Manager and the Headteacher but are part of a large team, whose staff is all of equal value in working to involve all pupils positively in the life of the School to achieve their targets.

Main Activities and Responsibilities:

- To operate a reception area that promotes a professional and welcoming image for the school, acting as a central information point
- Operating a VoIP telephone system for both incoming and outgoing calls.
- Make appointments for teaching staff
- Taking and passing on messages
- Receiving visitors to the school.
- Provide flexible administrative support for teaching staff
- Assist parents with enquiries on Parent mail.
- Sort & distribute post and act as point of contact for postal collection services.
- Placing orders
- General photocopying as required.
- Completing stock request by staff and making sure the stockroom has enough resources.
- Filing
- Input data onto Sims

The above-mentioned duties are neither exclusive nor exhaustive and the postholder may be required to carry out such other appropriate duties as maybe required by the Headteacher/Business Manager within the grading level of the post and the competence of the postholder.

Selection Criteria:

Skills and Aptitude

- Skill/aptitude in dealing with people.
- Excellent interpersonal skills
- Effective use of ICT
- Good communication skills (written and oral)

Qualifications and Experience

- 5 GCSE A*-C/9-4 or equivalent qualification which must include English and Maths
- Willingness to complete a Level 3 Qualification in Business Administration as a pre requisite of the role.

Qualities

- An enthusiastic individual with an aptitude for team-working and good interpersonal and communication skills.
- High levels of integrity, trust and endeavour
- Self-confidence and calm approach when dealing with challenging and difficult circumstances
- An understanding of how important a pleasant and positive working environment is to the ethos of our school.
- An ability to understand and follow instructions from Line Manager
- The ability to use own initiative when appropriate.
- An ability to work to defined deadlines

JD & Person spec created by:	K Sayers/J Abrahams
Date:	September 2021
Signed(SBM):	
Date:	
Signed (Employee):	
Date:	