**JOB DESCRIPTION**

**JOB TITLE:** Apprentice Business Administrative Assistant

**LOCATION:** Priestnall School

Children and Young People’s Service

**GRADE:** Apprentice grade

**RESPONSIBLE TO:** Office Manager

**Main Purpose of the Job**

To provide administrative support to the school office team, in the delivery of services to Parents/Carers, students, teachers and visitors to school.

**Main Duties:**

* To support the team in ensuring a welcoming environment is provided for all those who use the school
* To type reports, minutes, letters, forms and other written documents as required
* To maintain attendance records of visitors and staff to the building
* To communicate with parents/carers, external agencies and members of the general public via telephone, email and letter
* To answer all telephone calls in the appropriate manner
* To undertake general office duties including filing, photocopying, emailing and scanning
* To input data on the school Sims system
* To book rooms and venues for meetings and groups as requested
* To have a flexible approach to working as part of a busy team
* To support the team in the production of leaflets, information and displays as required
* To ensure that all inbound and outbound post is dealt with effectively
* To administer first aid
* To undertake any other duties and responsibilities requested by the Office Manager

**Health and Safety**

To operate safely within the workplace with regard to the Council’s and School’s Health and Safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

**Equalities and Diversity**

To work within the Council’s and School’s Equalities and diversity Policy.

**Customer Care**

To continually review, develop and improve systems, processes and services in support of the school’s pursuit of excellence in service delivery.

**Training and Development**

To undertake the Level 2 Apprenticeship training. To identify training and development needs with your manager, taking an active part in your personal development and review plan.

**Policy**

To work at all times within the established policies and practices of the School.

**Confidentiality**

To adhere to the School’s policies and procedures on confidentiality and the management and sharing of information.

**Disclosure of Criminal Background check**

It is the requirement of this post that a check is made with the Disclosure and Barring Service. Successful applicants will be asked to complete an electronic DBS submission.