

Claremont Fan Court School



Job Description

Job Title:	Apprentice Office Administrator (fixed term 18 months)
Reports to:	Bursar's PA
Hours:	35 hours per week, Monday to Friday, 8.15am to 4.15pm with one hour lunch break, throughout the year.
Training:	Online and on the job assessment; support and opportunities will be given to complete NVQ level 2
Salary:	£250 per week (£13,000 per annum) to start
Holiday:	25 days plus bank holidays normally to be taken out of term time
Pension:	Group pension scheme (employer contribution 12% with 3% employee contribution) available from the start



Background

This is a new role within the School, providing an opportunity for the successful candidate to train towards a business qualification whilst gaining valuable practical office and administration experience in both the Preparatory and Pre-Preparatory School offices.

The position will be based in the reception office area of each school and you will be guided and supported by experienced staff. During term time, the week will be split evenly between the two schools. One day per week will be spent either training or in another department within the School. Out of term time, there will be the opportunity to gain

experience and insight into other areas including Marketing, Bursary, Facilities, Accounts and Human Resources. Reception cover will also be required in the Senior School.

Main Duties

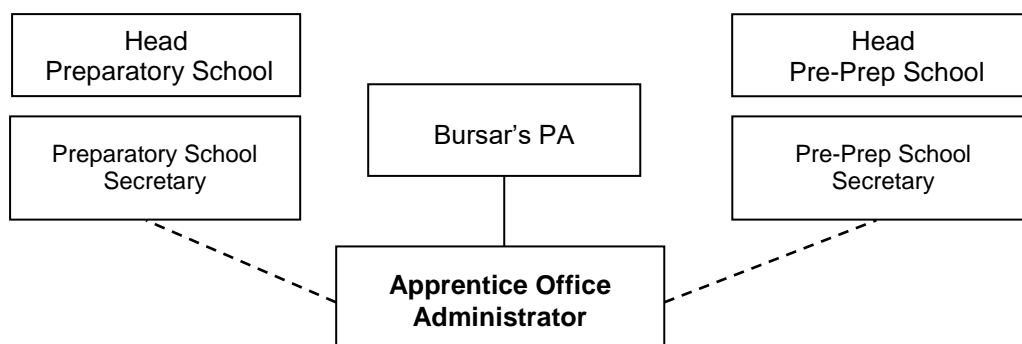
- Assist with the general running of the School office by provide daily support to the School Secretary.
- Be welcoming to all visitors.
- General administration duties will include filing, shredding, photocopying and scanning.
- With guidance you will assist in the production of letters, newsletters and other communications with parents and prospective parents.
- Deal with incoming and outgoing post.
- Assist children when required in a kind and approachable manner.
- Deliver messages to teachers/colleagues when necessary.
- Learn to use the School database (SIMS) to input data and run reports.
- Assist with pupil induction days and the collation of induction paperwork for new parents.
- Assist with the administration of trips and other activities such as workshops, clubs, etc.
- Assist with monitoring stationery supplies. Check incoming stock deliveries and arrange for distribution and storage.
- Ensure the photocopier is operating effectively and report faults promptly.
- Assist with the administration for Little Fir Cones Parent and Toddler Group. Take telephone enquiries and bookings, maintain weekly register, collect float from Accounts department and pay in income on a weekly basis.
- Be adaptable and willing to support the Secretaries to meet short notice deadlines.
- Attend relevant training and meetings when required, including the INSET day at the start of each term.
- Undertake specific training and comply with all policies and procedures relating to child protection (reporting all concerns to an appropriate person), equality and diversity, health and safety, security, confidentiality and data protection.
- Once fully trained, the Apprentice Office Administrator will be expected to answer telephone calls in a professional and polite manner and deal with enquiries as appropriate.



- Maintain a high degree of confidentiality at all times.
- Provide sickness/holiday cover in other departments when required.
- Undertake any other duties in line with the general level of responsibility of the post.

Organisational chart

The Apprentice Office Administrator will work two days a week in each of the Preparatory and Pre-Preparatory and Nursery Schools. The Bursar's PA who is an experienced School Secretary will coordinate the apprenticeship ensuring that training is provided throughout the apprenticeship. The immediate line diagram of responsibility is as follows:



Contextual Information

Claremont Fan Court School promotes continuous learning, independence of thought, teamwork, a critical approach to studies within a framework expecting excellent academics and high standards of character from its pupils and staff. This school values each of its learners and actively seeks to clearly see evidence of the God-given potential in every child.



The Preparatory and Pre-Preparatory and Nursery School accommodate approximately 350 pupils across two schools and are set in 100 acres of Grade 1 listed landscape which forms part of the historic Claremont Estate. The pupils attending the schools range from age 2½ to 11 and the school offices are busy central functions providing administration, reception and admission support.

The two offices are separately located a short distance apart but will provide the job holder the opportunity to work under the guidance of two school secretaries and gain a range of experience from these busy offices. The post holder will work set days in each office, providing support and assistance to the admissions and general administration function in each. The successful candidate will be an organised and self-motivated person, keen to learn and with a strong sense of integrity and responsibility.

Claremont Fan Court School



Apprentice Office Administrator

A full-time Apprentice Office Administrator is required to provide support and assistance to the Preparatory and Pre-Preparatory Schools carrying out general administration tasks whilst working towards a business qualification.

Position Outline

The purpose of this role is to assist with daily administrative tasks within the two Schools. Two days per week will be spent in each of the Preparatory School and the Pre-Preparatory and Nursery School; one further day will be spent either undertaking training or working where there is demand. The apprentice will be given support to achieve Level 2 in Business and Administration.

The Office Administrator Apprentice reports to the Head of School via the School Secretary. Regular supervision meetings will be held with the Bursar's PA who will oversee the training schedule for the apprenticeship.

All staff are expected to demonstrate a willingness to promote and be loyal to the ethos of the School.

Person Specification

The successful applicant is likely to meet and/or demonstrate the following characteristics:

Essential Criteria

- Good standard of general education – minimum level 4 (C) grade in English and Maths GCSE
- Reliable and eager to learn
- Good communication skills, written and verbal and numerate
- Awareness of the importance of confidentiality and the ability to use discretion and sensitivity when required
- Able to listen to instructions and act on them in a busy and fast paced office
- Warm and welcoming, friendly and approachable
- Able to work as part of a small team, working effectively with others as well as occasionally working on one's own.
- Good telephone manner, or willingness to develop this, and an ability to take accurate messages

- Strong attention to detail
- Smartly presented
- Good organisational and problem solving skills
- Willingness to learn or have some knowledge of Outlook, Microsoft Word and Excel
- Committed to own personal development by keeping up to date and on target with own training, seeking new opportunities and challenges, being open to ideas and developing new skills
- Some flexibility and able to work hours very occasionally outside agreed hours to support school events e.g. open mornings (4 per year), parents evenings, and Summer Meeting (morning of the first Saturday in July) for which time off in lieu will be given.

Desirable Criteria

- Knowledge of and ability to produce basic reports from a database
- First Aid trained or willingness to train

JJ/JB/HR May18

