Job Description

Job Title: **Office Administration Apprentice**

Location: **Unity City Academy**

Hours of work: **37 hours per week, 52.14 weeks (whole time)**

Reports to: **Office Lead**

Purpose of the Role:

To provide professional administrative support to the Administration Team. To take ownership of your apprenticeship training.

To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

Training:

During your apprenticeship (typically 21 months - this will be determined by your existing qualifications and/or experience) you will be assigned a Trainer and will work towards the Business Administrator Apprenticeship standard (level 3) which has highly transferable knowledge, skills and behaviours which can be applied across all sectors.

You may also be required to complete Maths and English Functional Skills (this will be determined by your existing qualifications). Your Trainer will meet with you virtually every two weeks with onsite observations and formal reviews taking place every 12 weeks.

You will fully commit to the 20% off-the-job training requirements of the post alongside your normal day-to-day job.

Responsibilities:

Responsibilities: Main Duties: (After receiving appropriate training and guidance)

- To provide a warm welcome to visitors arriving at the reception
- To receive and make telephone calls
- Redirect calls as appropriate and take adequate messages when required
- To undertake research as and when necessary
- To assist in organising diaries and meetings for the team
- To assist in ensuring documents are filed and stored appropriately
- To organise and minute any meetings deemed necessary by the line manager
- To prepare correspondence when necessary
- To assist with updating the academy's social media accounts
- To assist with updating the academy's website
- To successfully complete apprenticeship training, by meeting regularly with your apprenticeship assessor and Internal Verifier, travelling to training when required and completing all assessment material in a timely fashion.

- This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of Academies Enterprise Trust.

Permanent Appointments and higher level apprenticeships

Due to operational requirements apprentices cannot be guaranteed a permanent job or higher level apprenticeship on completion of their apprenticeship. Where a suitable permanent job or an advanced level apprenticeship opportunity becomes available in their training academy or other Academies Enterprise Trust academies apprentices are strongly encouraged to apply for it and subject to satisfactory completion of their apprenticeship and suitable qualifications / experience will be guaranteed an interview.

Our values:

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Equality, Equity, Diversity and Inclusion

At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, as we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.

Person Specification

Job Title: Office Administration Apprentice

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	• GCSE Maths and English (Grade A-C or 4-9) or equivalent or willingness to work towards Functional Skills qualificationsGood IT skills	• N/A
Knowledge/Experience	Specific knowledge/ experience required for the role	• Good record of attendance and conduct at school / college or in previous employment.	• Work experience within an office environment
Skills		• Ability to use Microsoft Office including Word, Excel and Outlook or equivalent • Confidence and desire to develop ability to communicate with people at all levels • Effective verbal and listening communication skills • Desire to develop excellent customer focus skills • Desire to develop analytical and problem solving skills • Desire to develop decision making skills • The ability to work on own initiative or without supervision for short periods of time. • Developing the ability to work as part of a team • Developing good organisational skills	• N/A

		• Developing the ability to work under pressure and be flexible where needed • The ability to remain calm at all times	
Personal Characteristics	Values	• Ability to demonstrate, understand and apply our values ○ Be unusually brave ○ Discover what's possible ○ Push the limits ○ Be big hearted	• N/A
Special Requirements		• You must be resident in England and have the right to work in the UK • Successful candidate will be subject to an enhanced Disclosure and Barring Service Check • Evidence of a commitment to promoting the welfare and safeguarding of children and young people • Show a commitment to providing a fair, equitable and mutually supportive learning and working environment for our children & young people and staff.	• N/A