



Job Description

Job Title: Business Administrator (Level 3) Apprenticeship

Location: 183 Eversholt Street, London NW1 1BU

Hours of work: 37 hours per week

Purpose of the Role: (After receiving appropriate training and guidance)

To provide administrative support to the Apprenticeship team.

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 the apprenticeship (typically 21 months) you will be assigned a Trainer and will work towards the Business Administrator Apprenticeship standard 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 existing qualifications). Training will be mainly through workplace assessment which will take place every 2-4 weeks. You will be released during working hours to undertake your training.

Responsibilities: (After receiving appropriate training and guidance)

1. To complete the full range of administration tasks associated with the day to day operations of the Apprenticeship team.
2. Support and administer the learner journey by ensuring data is kept up to date on all Apprenticeship related activities and systems.
3. Monitor and respond to emails in the Apprenticeship mailbox.
4. Raise purchase orders and keep a central record of expenditure.
5. Work with the team to collate and scan certificates, record and distribute to completed learners.
6. Deal with phone calls and resolving queries where appropriate.
7. To respect at all times the high level of confidentiality required in handling personal data and to adhere to the data Protection Act and GDPR.
8. The post-holder is also required to undertake such other duties and training as maybe required by or on behalf of Academies Enterprise Trust provided that they are consistent with the nature of the post.

Employee value proposition:

We passionately believe that every child can discover their own remarkable life. It's what motivates us around here. We know this vision requires something extra. Which is why at AET, you'll find more. More opportunities, so you can forge





your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we're inspiring. Come inspire their remarkable with us.

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

Permanent Appointments and advanced 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.

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.





Person Specification

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General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none"> • GCSE Maths, English and ICT (A – C or 4 - 9) or equivalent or be willing to work towards Functional Skills 	<ul style="list-style-type: none"> • 5 GCSE (Grade A-C or 4 - 9) or equivalent including an Maths, English and ICT
Knowledge/Experience	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> • A general interest in Business administration 	<ul style="list-style-type: none"> • N.A
Skills	Line management responsibilities (No.)	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
	Forward and strategic planning	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
	Abilities	<ul style="list-style-type: none"> • Good customer service skills • Good IT skills • Good communication skills • Good organisational skills • The ability to listen and follow instructions • Ability to work as part of a team and independently • Strong attention to detail • Ability to display discretion and maintain confidentiality 	<ul style="list-style-type: none"> •
Personal Characteristics	Behaviours	<ul style="list-style-type: none"> • Willing to learn • Self motivated • A positive attitude • A flexible and adaptable approach to work 	
	Values	<ul style="list-style-type: none"> • Ability to demonstrate, understand and apply our values 	





		<ul style="list-style-type: none">○ Be unusually brave○ Discover what's possible○ Push the limits○ Be big hearted	
Special Requirements		<ul style="list-style-type: none">● Successful candidate will be subject to an enhanced Disclosure and Barring Service Check● You must be resident in England and have the right to work in UK, aged over 16 and not in full time education● Evidence of a commitment to promoting the welfare and safeguarding of children and young people	

