

**WORLE COMMUNITY SCHOOL**

**JOB DESCRIPTION**

**JOB TITLE: Modern Apprenticeship in Business Administration**

**GRADE: MA**

**HOURS: 37**

1. JOB PURPOSE:

Working within the general direction of the HR Manager and Academy Business Manager, be responsible for the provision of administrative, clerical and word processing support for the Office and HR Teams.

2. RESPONSIBILITIES AND ACCOUNTABILITIES:

1. To assist the Office and HR Teams with administrative and clerical duties.
2. To assist the Office and HR Teams in dealing with enquiries from students, parents and members of staff.
3. With the other Administrators, to be responsible for maintaining effective information and administrative systems within the team.
4. To carry out general office duties as required, including duties associated with the processing of mail, photo-copying, printing etc.
5. To maintain accurate filing system to ensure ease of retrieval in accordance with procedures.
6. To carry out any other duties which are commensurate with the grade of the post.

5. SUPERVISORY RESPONSIBILITY:

Day to day supervision is provided by the HR Manager and Academy Business Manager in relation to problem solving, priority setting and task allocation.

6. QUALIFICATIONS AND EXPERIENCE:

Good, basic standards of numeracy and literacy equivalent to GCSEs Grade C or above in maths and English, and the ability to demonstrate good interpersonal skills and accurate word processing skills.

Experience in the use of ICT including word-processing, database, and spreadsheets would be desirable.

The Modern Apprenticeship will lead to an NVQ Level II (within 12 months) or III (within 18 months) in Business and Administration.

6. GENERAL:

This job description only contains the main duties relating to this post and does not describe in detail the tasks required to carry them out.

The post holder will be required to use his/her initiative in ensuring that the school’s Equal Opportunities policies, where they have been developed, are implemented in relation to the work area.

RECEIVED: ...........................................................

DATED: ……………….....................................