



<b>JOB DESCRIPTION</b>	
Post Title: Apprentice Administrator	Apprentice Level: Level 2 or Level 3
Department Support Staff	Responsible to: Cover and Office Administrator Responsible for: None
Role Summary: 1. To provide comprehensive administration support to the Trust. To work closely with the General Office and Admin Team to ensure high quality service is delivered throughout the Trust School.	

## **DUTIES & RESPONSIBILITIES**

### Front Reception

- To provide a professional, efficient and welcoming reception function in line with the service requirements of the school.
- To be a point of contact for both telephone and face to face enquiries, take and forward messages, where appropriate.
- To ensure compliance with the school's security arrangements, including the issue of visitor badges and signing of the visitors' book, in accordance with the school's safeguarding policy.
- To accept and sign for deliveries as appropriate.
- To dress smartly in accordance with the school's code.

### Administrative Duties

- To assist the General Office and the Senior Leadership Team with administrative support.
- To contribute to the maintenance of pupil records and school information.
- To assist with the monitoring and maintenance of stock and order supplies, as necessary.
- To provide general clerical support, as required.
- To undertake filing and photocopying, as required.
- To take staff briefing notes and distribute to all staff,
- To sort and distribute the daily post.

### Events and Meetings

- To organise hospitality for meetings and events in the Trust School.
- To collate and provide resources needed for meetings and events in the Trust School.

### Welfare

- To undertake First Aid training and administer first aid and medication to pupils, in line with the school's policy.
- To order first aid supplies as necessary.
- To adhere to the school's Safeguarding and Wellbeing policy

#### General

- To ensure that all duties and responsibilities are discharged in accordance with the school's Health and Safety at Work Policy.
- To comply with the School's Equal Opportunities Policy.
- Any other duties commensurate with the grade of the post.

#### Training

- To undertake training as required to be effective in carrying out all duties, including first aid and safeguarding training.

*This Job Description is not prescriptive, in that the needs of the school may change and this could necessitate revision in the future and amendment at any time, after consultation.*

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### **EQUAL OPPORTUNITIES STATEMENT**

To adhere to the Council's Equal Opportunities policies and ensure anti-discriminatory practice within the service area.

### **COMMENSURATE STATEMENT**

To undertake any other reasonable duties commensurate with the grade as determined by the manager.

### **CHILD PROTECTION**

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by and the local authority.

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**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Postholder**

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Head teacher**

Person Specification for the Post of <b>Apprentice Administrator</b>	
Skills required	<ul style="list-style-type: none"> <li>• IT literate and willing to undertake further training as required</li> <li>• Excellent organisational skills and the ability to maintain accurate records</li> <li>• Ability to pay close attention to detail.</li> <li>• Ability to work independently, using own initiative, and as part of a team.</li> <li>• Good oral and written communication skills.</li> <li>• Sound time management skills, including ability to determine priorities and deal with conflicting deadlines.</li> <li>• Flexibility and ability to work as part of, and contribute across the school's Administrative Team.</li> <li>• Ability to communicate with staff, pupils, parents, visitors and outside agencies, including the ability to promote the image of the School.</li> </ul>
Qualifications required	<ul style="list-style-type: none"> <li>• GCSE English and Maths A*-C or equivalent</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>• Understanding the need to maintain strict confidentiality.</li> <li>• Ability to work under pressure</li> <li>• Experience of or empathy with working in a multicultural environment</li> <li>• Resourcefulness, enthusiasm, patience and a sense of humour</li> </ul>
Other	<ul style="list-style-type: none"> <li>• A satisfactory Enhanced DBS disclosure</li> </ul>