



# BISHOP VESEY'S GRAMMAR SCHOOL

**Job Title: Business Operations Apprentice**

**Salary: £12,896.91 to £20,857.12**

**Term Time Only + last two weeks of summer holidays**

## 1.0 JOB PURPOSE

To gain and develop highly transferable skills, knowledge and behaviours that can be applied to support the Data and Operations of the school. The candidate will contribute to the efficiency of the school through supporting key functional areas and working across teams and resolving issues as directed. The flexibility of the role allows the successful applicant to develop and enhance a wide range of skills. The Business Operations Apprentice will adopt a proactive, positive approach and gains the skills to work on their own initiative, managing priorities and their own time, developing problem solving and decision making skills.

## 2.0 DUTIES AND RESPONSIBILITIES

- 2.1 To support in the co-ordination of staff absence cover so that the needs of the school are met to address teaching and non-teaching staff absence.
- 2.2 Build relationships with external staffing agencies.
- 2.3 To liaise, co-ordinate and collate work relating to staff absence and ensure it is sent to the relevant staff in line with school policy and procedures.
- 2.4 Ensure staff absence is recorded accurately on the school's MIS and maintain accurate records of both the absence and cover costs incurred.
- 2.5 To assist with and communicate room changes across the school site.
- 2.6 Work alongside the Operations Manager to ensure the school has appropriate systems, processes and controls in place to maintain and manage pupil and school data.
- 2.7 To assist in data entry, collection, consistency, quality and output of data producing accurate reports, records and analysis relating predominantly to the academic and administrative activities of the pupils and school.
- 2.8 To provide administrative support with timetable changes.

- 2.9 To assist with the school annual options process.
- 2.10 Undertake training on a number of I.T functions: the school MIS, Excel, Word, Adobe, PowerPoint.
- 2.11 To work collaboratively with other areas of the school support functions providing support where needed.
- 2.12 Have a flexible approach to work. The post holder may occasionally be required to work outside normal school hours with due notice.
- 2.13 Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post
- 2.14 To ensure all tasks are carried out with due regard to Health & Safety and the Child protection policy
- 2.15 To undertake appropriate professional development
- 2.16 To adhere to the ethos of the school
- 2.17 To promote the agreed vision and aims of the school
- 2.18 To set an example of personal integrity and professionalism
- 2.19 Attendance at appropriate staff training days and relevant school events.
- 2.20 Any other duties commensurate with the nature and grade of the post.
- 2.21 The above job description is not exhaustive but an outline of the key responsibilities of the role.

**3.0 SUPERVISION RECEIVED**

- 3.1 SUPERVISING OFFICER: Operations Manager
- 3.2 Conduct role in a tactful, diplomatic & approachable way, maintaining confidentiality at all times

Signed:

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Date:

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<b>SKILLS AND ABILITIES</b> Eg. Written communication skills, dealing with applicants, members of staff/outside agencies	Numeracy/literacy skills Eye for detail Good verbal and written communication skills and ability to relate well to children and adults Work flexibly as part of a team Willingness to continuously develop
<b>TRAINING</b>	Previous experience not required but must be enthusiastic about learning new systems and processes and be willing to embrace training some of which will be online.
<b>EDUCATION / QUALIFICATIONS</b>	Good standard of general education. Maths and English Language GCSE Grade 5 or above
<b>OTHER</b>	Ability to deal calmly with different situations as they arise To develop good relationships with pupils, parents and staff Understand and respect the principles of confidentiality
<b>CONTRA INDICATORS</b>	

Holiday entitlement is as per the Support Staff Employment Package terms and conditions of BCC

Available to work: The post is Term Time only + last two weeks of summer holidays

Updated: June 2025