



Applicant Information Pack

Business Administration Apprentice – Level 3



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Welcome from the Headteacher

Here at The Snaith School, we are incredibly proud of our reputation for academic excellence and first class pastoral care. Our pupils are happy, well-mannered and proud of their school. With the help of our dedicated team of staff and partnership with parents/carers, The Snaith School pupils push themselves to achieve their very best and are rewarded for their effort. Their success is also reflected in our superb examination results year after year.

We aim to ensure that our pupils look back at their time with us as the best years of their lives. Learning doesn't just take place in the classroom and we pride ourselves on offering so much more. Rest assured our provision of extra-curricular activities, trips, competitions and productions is second to none. There really is something for everyone.

As a parent myself, I understand what a huge privilege it is to be trusted with your child's education and only the best is good enough at The Snaith School. However, don't take my word for it – every day is open day at our school and I would be delighted to show you round.

The staff are highly committed and work extremely hard to promote an excellent education for all our pupils. We provide quality education, outstanding pastoral care, excellent examination results, high standards of behaviour and care for others and the school environment. We aim to provide a safe, orderly atmosphere in which pupils can be happy and successful.

We believe our school is a stimulating and enjoyable place to teach and learn. We achieve goals by a strong team working together in order to raise attainment and to improve our pupils' learning experiences.

If you believe you have what it takes to build upon our success story, then we look forward to meeting you.

Michaela Blackledge
Headteacher



The Snaith School Aims

At The Snaith School we aim to provide the best possible education and opportunities for each individual pupil.

We enable our pupils to enjoy life, grasp the opportunities it offers and be equipped to meet the complex challenges of the 21st century.

We encourage our pupils to grow and develop emotionally, to be able to understand and respect themselves and fully engage and interact with those around them.

The Snaith School team is highly committed and strive to provide an exceptional educational and all-encompassing experience for all pupils.

We provide outstanding pastoral care, high standards of behaviour and a happy, thriving and progressive school environment.

We all work hard to promote a culture of mutual respect, honesty and high aspirations. In achieving this the school will maintain and develop its caring, inclusive, disciplined ethos and traditional values, emphasising respect for the individual and the integration of all staff and pupils within one community where:

- Every child counts and no child is left behind
- Education is tailored to individual needs, interest and aptitude to ensure that every pupil achieves and reaches the highest standards possible
- High quality education is learner centred towards performance targets
- Pupils are prepared to deal confidently with adult life
- Pupils learn how to learn
- The full potential of all pupils and staff are developed
- All members of the community support the school and are proud of its achievements
- The environment is safe and secure and is conducive to learning

Ofsted Quotes

‘Students are keen to learn and they achieve well.’

‘Positive relationships and a high level of trust enable students to deal with experiences that challenge them emotionally.’

Investors in People Quotes

“The Snaith School have developed and implemented a number of excellent actions which have focused on developing the capability of people across the whole school through effective leadership and management resulting in continued empowerment and engagement and continually improving standards.”

“The Snaith School has a strong culture for recognising achievement and contribution.”

“To infinity and beyond!”



Vacancy Advert

Business Administration Apprentice – Level 3

£182.63 per week

37 hours per week term time only plus 15 days during school holidays

2 Year apprenticeship

8.30am to 4.30pm Mon-Thurs, 8.30am to 4.00pm Friday, with 30 mins for lunch

This is an exciting opportunity for the right candidate to develop and build on their skills in a varied role. The Snaith School are looking for a Business Administration Apprentice to provide administration and clerical support for the whole school, including the creation and maintenance of display boards and classroom resources.

We are:

- An innovative and forward looking High Performing Specialist School
- A high achieving school striving for excellence
- A community which values the achievement of all its members and supports personal achievement

You:

- Will have GCSE Mathematics and English at grade 4 (grade C) or above, or equivalent
- Will have a high level of IT literacy in all Microsoft Office applications
- Are able to communicate effectively and work well as part of a successful team
- Will be enthusiastic, self-motivated and enjoy handling a variety of tasks
- Will have a commitment to supporting the school and school policies

If you are someone who is keen to learn and work for an inspirational, ambitious and dynamic education provider, then we want to hear from you. Visits to the school are most welcomed and can be arranged by contacting Louise Brodigan, HR and Office Manager at hr@thesnaithschool.org.uk.

Closing date: 12 noon Monday 21 January 2019.

Interview date: Monday 28 January 2019

Please visit our website www.thesnaithschool.org.uk for an application pack or contact school by telephone or e-mail hr@thesnaithschool.org.uk with your contact details. Completed applications should be e-mailed to hr@thesnaithschool.org.uk.

The Snaith School is committed to safeguarding and promoting the welfare of children and expects all employees to share this commitment. The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment.



Application Process

Dear Applicant

Thank you for your interest in the post of Business Administration Apprentice Level 3.

An application form and recruitment pack can be downloaded from www.thesnaithschool.org.uk following the current vacancies link. In addition, please note CVs will not be accepted.

Completed applications should be e-mailed to hr@thesnaithschool.org.uk or posted to HR Department, The Snaith School, Pontefract Road, Snaith, DN14 9LB. Your application must be received no later than **12 noon Monday 21 January 2019**.

Should you have any queries please email me at:
hr@thesnaithschool.org.uk

Yours sincerely

Louise Brodigan
HR and Office Manager



Job Description

Salary:	£182.63 per week
Responsible to:	SLT Administration Officers/HR & Office Manager
Contract:	2 year apprenticeship employed for 190 term time days plus 15 days to be worked during the school holidays
Hours:	37 hours per week 8.30am – 4.30pm Monday to Thursday, 8.30am to 4.00pm Friday, with 30 minutes for lunch

Overall Purpose of the Job

The Business Administration Apprentice, whilst working towards the level 3 Business Administration qualification, will provide administration and clerical support for the whole school and undertake any word processing requirements when requested by teaching and support staff. The Business Administration Apprentice will create and review the display boards around school, following requests from teaching and SLT staff. Under instruction from teaching staff, teaching resources will be researched and prepared. A positive image of the department and school must be portrayed at all times.

Main Tasks

- To complete all word processing and data input tasks using a full range of software
- To provide excellent customer service during lunch times and on a relief basis whilst on our busy reception desk
- To prepare display material and classroom resources under instruction from teachers
- Create engaging, visual display boards around school, following instruction
- Complete administration tasks such as photocopying and filing when requested
- Embrace school life in the whole

General

- In the event of the absence of colleagues to work flexibly and cover urgent work as required, ensuring that the administration of all areas is supported appropriately.
- To safeguard children and vulnerable adults from harm and to report concerns in accordance with the School's policy.
- To deal professionally with colleagues and external partners as required.
- To ensure the confidentiality and security of all the school's documentation and information in line with General Data Protection Regulation (EU/2016)
- To attend training/refresher courses and meetings as required by the Line Manager.
- To play a full part in the life of the school community, to support its mission and ethos, and to encourage students to follow this example.
- To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate.
- To carry out other such appropriate duties that maybe reasonably required to successfully carry out the role.
- To perform such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.



Personnel Specification

Competence	Essential	Desirable	How Identified
Qualifications	GCSE Maths and English grade 4 or above or equivalent	Business Administration Level 2 qualification or similar	Application Form Interview
Experience/Training Qualifications	Experience of accurately inputting information and data using computerised systems in an office based environment Experience of Microsoft Office	Knowledge of the General Data Protection Regulation (GDPR)	Application Form
Skills	High level of IT literacy in all Microsoft applications Good written and verbal communication Ability to learn new skills Experience of team work and supporting others Good communicator	Good organisational skills Knowledge of Health and Safety Experience of reprographics Experience of maintaining confidentiality	Application Form Interview
Personal Qualities	Effective team player Self-motivated Good sense of humour Positive self-image	Able to use own initiative to complete tasks	Interview References Application Form