



Apprentice Business Administration Assistant

QEGSMAT, Ashbourne

Fixed term for 12 months

QEGSMAT are seeking to appoint an enthusiastic, supportive and well-organised individual to work alongside our dedicated team.

QEGSMAT is a growing group of academies based in Derbyshire, Derby City and Staffordshire. Established at the start of 2017, our Trust is based on a set of actions defined by our students; 'Question, Explore, Give and Succeed'

The length of the Apprenticeship would be approximately 12-18 months, depending on which Level you complete.

Why work for us?

- Continual access to CPD opportunities. QEGSMAT works with a large number of organisations to develop staff to fulfil their aspirations and potential.
- All staff have access to our Employee Assistance Programme which provides confidential, independent and unbiased information and guidance 24/7. This can also include bespoke counselling sessions for staff if needed.
- All roles are subject to nationally agreed terms and conditions of service.
- Access to the Local Government Pension Scheme (LGPS) with employer contributions of currently 22.7%.
- 22 days holiday rising to 25 days after five years' service.
- An extra 4 days' leave (known as extra statutory and concessionary).
- Family-friendly policies.
- Access to Flu Vaccines.
- Opportunity to work flexibly.

The successful candidate will be subject to a full enhanced DBS check and must be eligible to work in the UK.

If you have any questions or would like an informal discussion about the role, please contact Valerie Bostock, Finance Manager at Bostock@qegsmat.com.

If you wish to apply for this role please visit <https://www.qegsmat.com/current-vacancies/> where you can apply via TES.

If you have any question please do not hesitate to contact us at hr@qegsmat.com.

Closing date for applications: 13th August 2021

Provisional Interview date: w/c 23rd August 2021

Potential Start date: September 2021

Training Provider: TBC

Salary: National Minimum Wage



JOB DESCRIPTION

Post Title:	Business Administration Apprentice
Assistant Responsible to:	Trust Finance Officer
Scale:	NMW
Weekly Hours:	37
Per Annum:	52
Post Objectives:	To support the efficient operations of the Trust and its academies by providing a range of administrative and clerical duties.

DUTIES AND RESPONSIBILITIES

- Provide administrative support to the Trust and its academies;
- Process purchase and sales orders;
- Process purchase invoices, ensuring payments are made in a timely manner;
- Maintain the Trust's database of approved suppliers;
- Administer the Trust's online payments system;
- Keep financial records in up to date for internal and external inspection;
- Respond to general enquiries;
- Produce letters, reports and collate information;
- Handle telephone calls to the Trust; and
- Open and distribute incoming mail, deal with deliveries and arrange distribution, ensuring records are kept

METHODS OF WORKING

The post holder must:

- Maintain confidentiality and observe data protection and associated guidelines where appropriate;
- To maintain an awareness of Safeguarding Children initiatives;
- Understand and comply with the Trust's Health and Safety Policy in the performance of their duties and responsibilities;
- Carry out the duties of the post in compliance with the Trust's Equal Opportunities Policy;

- Understand and comply with all other relevant policies;
- Take an active part in appraising their own work against agreed priorities and targets in accordance with the Trust's professional development and supervision arrangements;
- Undertake any necessary training associated with the duties of the post;
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.