

Business Administrator Apprentice Level 3



Closing date 14 January 2024, Interviews 22 January 2024

£7.49 per hour, required as soon as possible

37 hours per week , part-time hours considered, fixed term (19 months),

Term-time only plus INSET days (39 weeks)

Evergreen School is a community special school with two purpose-built sites in Warwick. We have over 280 wonderful children and young adults enrolled who are 4 to 19 years old. This is an exciting time to join our school as we continue to develop and expand, with a new curriculum and fantastic facilities including a swimming pool, hydrotherapy pool, sensory studios, Café and soft-play rooms.

We are looking for a business administrator apprentice to join our Business and Administration team. You may already have relevant experience and looking for a change, or a school/college leaver who is beginning their career journey. You can expect full support to achieve a Level 3 qualification in Business Administration whilst gaining valuable and varied experience.

This is a busy and challenging role, working as part of the office team, where no one day is ever the same. You will be in daily contact with students, families, colleagues and the leadership team. You will develop communication, organisation, planning and IT skills, dealing with a wide range of responsibilities in all areas of business administration, including office procedures, ICT, finance and HR. There are excellent opportunities for training and career development across the school.

You will be required to produce relevant certificates, demonstrating your qualifications, on the day of interview if you are shortlisted. ***This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS disclosure.***

We will offer the successful candidate:



If you feel that you have the personal qualities, experience, commitment and resilience to achieve our visions and aims, please complete the **online application form**.

**please note, CV's are not accepted, see attached Recruitment Pack for further information.*

Job Description

Role Profile

Job Title:	Business Admin Apprentice Level 3		
Salary Grade:	Apprenticeship Scale	JEID	
School:	Evergreen School		
Primary Location:	Evergreen School		
Responsible to:	Senior Administrator/School Business Manager		
Responsible for:	N/A		
Purpose of Role	<p>Provides a business administration support service to the school. Handles a range of administrative & financial processes and tasks that are covered by established procedures, but prioritises own workload. Works with a variety of ICT software packages including Microsoft Office, producing/amending documents and inputs/retrieves data from SIMS/financial packages using initiative where necessary.</p> <p>Work is carried out without close supervision, other than that provided through working arrangements, methods and procedures. Overall guidance and supervision will be from the senior administrator/school business manager.</p>		
Responsibilities	<p>A duty to comply with the school's Code of Conduct, Child Protection and Safeguarding policies and practices</p> <p><i>Reception:</i> Ensure reception area is welcoming and tidy. Receive visitors and deliveries/goods, dealing with associated administration (security badges, signing delivery notes). Show visitors around. Deal with telephone calls and other enquiries, provide general information, take messages. Be a first point of contact for students requiring help/support and referring them to other appropriate staff in school.</p> <p><i>Office Duties:</i> Undertake routine administrative activities/duties, e.g. photocopying, filing, email, completing forms, ensure supply of and maintain stationery and office supplies Undertake word processing, produce standard letters – amend with up-to-date information Produce documents from drafts Take minutes of meetings (e.g. parent, senior leadership) Assist with production of school newsletter, updating the school website and support with the marketing of the school Arrange meetings and hospitality arrangements Co-ordinate events in liaison with the office and leadership team</p> <p><i>Financial:</i> Receive and record money on behalf of the school (eg. trips, voluntary contributions) as instructed by the School Business Manager or Senior Administrator Using SIMS FMS: Create orders as authorised by the School Business Manager Purchase hospitality items and other resources as authorised by the School Business Manager with a purchasing card</p>		

Records:

Maintain pupil and staff data, update, retrieve information and collate reports.

Undertake other routine procedures, assist in completing all statutory data returns

Support with the administration in relation to exams and accreditation

HR:

Maintain staff data records on management information systems

Complete absence returns

Process payroll changes

Support the Senior Admin/School Business Manager with HR and payroll processes

Produce vacancy adverts and support with the recruitment and onboarding of new staff

Senior Leadership Team:

Take confidential minutes of meetings

Provide admin support to the senior leadership team

Produce reports and collate information

Other:

Under the direction of the School Business Manager, provide business support to the ICT and Estates functions

Other Professional Requirements

- Complete Business Administrator Level 3 with a recognised provider
- Undertake other training as considered appropriate to the needs of the post
- Undergo staff performance and review scheme interviews as part of continuing professional development
- Any other reasonable duties at the discretion of the Headteacher / Deputy Headteacher

Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job. Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By;

Minimum qualification in English and Maths as follows: GCSE Grades A-C, CSE level 1 or O Level grades A-C, or equivalent abilities	A,D,T
Be committed to own professional development, and be willing to undertake other appropriate training, leading to national standards (level 3)	A, I
Able to communicate and exchange information verbally and in writing, with a range of audiences.	A,I,D
Good word processing skills and knowledge (could include relevant qualifications, e.g NVQ, CLAIT, ECDL).	A,D,T
Knowledge of ICT packages including Microsoft Word, Excel, Email	A,D,I,T
Good numeracy skills to be able to undertake straightforward calculations.	A,I,T
Be able to write letters, take minutes, handle/record cash and maintain budget records and work with a variety of databases.	A, I
Be able to stay calm and deal with challenging situations as they arise	A,I,T
Excellent organisational skills	A,I,T
Ability to prioritise own workload and work with minimal supervision	A,I

Able to develop and maintain good relationships with colleagues, parents, pupils and can gather, receive or exchange information on an everyday basis.	I,T
Able to deal with unexpected problems/situations and apply a solution	A,I,T
Be aware of and comply with school policies and procedures (eg. Child protection, equal opportunities, health & safety, data protection, confidentiality)	A,I
Can maintain confidentiality at all times	A,I
Understanding of and commitment to the safeguarding of children and young adults	A, I & D
Successful applicant will be subject to an enhanced criminal record check with the Disclosure & Barring Service (DBS) before the appointment can be confirmed	A, I & D

Desirable Criteria

Assessed By;

Experience of working in a school office or other office environment	A,I
Experience of operating SIMS/FMS or equivalent databases	A
Holds a Driving Licence and willing to have business insurance	A, D