



TUDOR GRANGE ACADEMY SOLIHULL

APPRENTICE ADMINISTRATOR / STUDENT SUPPORT

Job Description

Apprentice rate

**1 year fixed term contract
37 hours per week
39 weeks per year (term time)
(8am – 4pm)
(3.30pm finish on Friday)**

Core Purpose

Our vision is to provide a world-class education which develops the potential of all students, no matter what their starting point.

The aim of the Academy is to maintain high academic outcomes by creating an environment where every child has the desire and the opportunities to reach their academic potential, whilst develop as individuals who demonstrate the Tudor Habits and Values and who are able to navigate the various challenges of life with integrity, morality and kindness.

The apprentice would provide support to students by acting as student services receptionist. The post holder would also take on a variety of administrative tasks to support the smooth running of the Academy.

Specific Responsibilities

This list is not meant to provide a narrow definition of specific responsibilities but to serve as guidance.

- Manage queries reported to student services by students, providing help to students or directing them to the most appropriate person.
- Communicate effectively with parents / carers.
- Supervise students who attend student services.
- Complete administrative tasks on the School MIS system (Bromcom).
- Create and update documents as directed using MS Office suite of programmes including Word, Excel and Powerpoint.
- Meet and greet visitors to student services.
- Ensure that safeguarding procedures with regard to visitors are adhered to.
- Answer the intercom for the entrance gate and direct visitors as appropriate.
- Provide admin support as required to support the smooth running of the Academy, including the to support Origin Maths Hub and the Teaching School Hub.

Any other duties in support of the Academy as reasonably decided by the Principal.

Line Manager

Office Manager