



JOB / PERSON SPECIFICATION: Business Administration Apprentice
GRADE: Apprentice

JOB PURPOSE: To provide a high quality, confidential and timely service to students, staff and parents supporting the delivery of an effective administrative service by the school office team. To undertake human resources administration. To provide a high standard of customer care to everyone who makes contact with the team. To assist in the maintenance, development and the evaluation of administrative systems and procedures.

LINE MANAGEMENT:

Responsible to: Senior Office Manager

Liaison with: All Staff
Administration Team
Senior Leadership Team
Students
Parents / Carers
External visitors

DUTIES & RESPONSIBILITIES:

- To provide a supportive, effective and efficient administrative support relating to a specific area or areas of school business. Such duties to include word-processing, letter production, data inputting, form completion, photocopying, mailing, report production, record management and liaison with relevant stakeholders. Areas of school business may include:
 - Parents Evenings, Open Evenings and other school events
 - Home-School communications relating to all aspects of school life (letters, text messages, emails)
 - HR administration - collating absence returns, supporting with interviews for new staff, supporting with new starter set-up process.
 - Administrative support for educational visits and trips
 - Student punctuality and attendance
 - Records management, including school databases and archiving, ensuring systems are up-to-date and accurate
- Organise, plan and control workload and procedures.
- Interpret and advise on relevant procedures, regulations and directives within the scope of the job.
- To ensure data is managed effectively and proactively and in adherence with relevant legislation and policies
- To attend and contribute to appropriate internal meetings
- To prepare for and attend regular performance management sessions to monitor progress against agreed objectives for self
- To provide cross cover to other members of the team as and when required, often at short notice
- Undertake relevant training when appropriate
- Promoting and safeguarding the welfare of young people that you come into contact with
- To ensure all tasks are carried out with due regard to Health and Safety
- To promote the agreed vision and aims of the school and The Arthur Terry Learning Partnership
- To set an example of integrity and professionalism
- Attendance at staff meetings, CPD sessions and training days

- To be an effective team player
- To support the wider administration function in school
- Other ad hoc duties as required to support the needs of the school

The duties and responsibilities of the post could vary from time to time as a result of new legislation, changes in technology, policies, or school needs.

SUPERVISION RECEIVED

Supervising Officer Job Title: Senior Office Manager

Level of supervision: Given regular training and support from the school team, HR team and the apprenticeship college assessor