

## **JOB DESCRIPTION**

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| <b>Post title:</b>       | <b>Business Administrator Apprentice</b>               |
| <b>Academy:</b>          | <b>Sedgefield Community College</b>                    |
| <b>Reporting to:</b>     | <b>School Business Manager</b>                         |
| <b>Salary/Pay range:</b> | <b>£5.50 per hour</b>                                  |
| <b>Hours of work:</b>    | <b>37 hours per week (Term Time Only plus 10 days)</b> |

### **Purpose of Job**

Responsible for ensuring the provision of effective administrative and clerical support to facilitate the day to day running of the college office, including the finance and budget control system.

### **Main Duties and Responsibilities**

- Operating the College's telephone system.
- Processing of orders, delivery notes and invoices. Communicating over the telephone with suppliers and colleagues.
- Reconciling supplier statements.
- Processing of credit card statements.
- Dealing with highly sensitive and confidential matters.
- Administration of the Recruitment process.
- Operate SIMS, Tucasi, Excel and PSP systems.
- Assist the Finance Officer with the collection, counting and reconciling of monies in relation to school visits etc. and to facilitate the banking of such monies.
- Reprographics.
- Along with the Finance Officer, responsible for the Free School Meal process.
- Chasing of owed lunch money by sending texts/emails via the In-Touch system.
- Booking of staff travel, accommodation and training courses.
- As and when required, provide support and cover for the main and student receptions.
- Keeping the Asset Register up to date.
- Update Single Central Record with supply, contractor and visitor information.
- Administer/record medication to students.
- The Post holder may undertake any other duties that are commensurate with the post.

### **Health & Safety**

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so

### **Safeguarding**

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2022 where required