



# Jack Hunt School (Trust)

A Specialist Language College and Sports College

Bradwell Road, Peterborough, PE3 9PY  
Tel. 01733 263526  
email [info@jackhunt.net](mailto:info@jackhunt.net)  
website ~ [www.jackhunt.net](http://www.jackhunt.net)

CEO & Headteacher: Ms P J Kilbey, BEd (Hons), PG Dip Ed, NPQH  
Headteacher: Ms K A Simpson-Holley, MA (Hons) Cantab MA PGCE NPQH  
Group 8 (11-18), Roll 1766 (206 in Sixth Form)

***"A securely good school" – Ofsted January 2017***

## BUSINESS ADMINISTRATOR APPRENTICE

We require a Business Administrator Apprentice as soon as possible. The successful applicant will support the work of the main office and reception areas, and support other administrative departments as required.

Throughout the Level 3 apprenticeship you will be expected to attend the Peterborough Regional College on release for structured training.

The successful candidate will have good communication skills, written and verbal, be able to work well as part of a team but still have the ability to work independently and have confidence to use their own initiative.

Hours are 37 hours per week, 5 days per week, term time plus 3 additional weeks during the school holidays. The post is a 18 month apprenticeship contract.  
Salary will be paid at the appropriate National Minimum Wage for Apprentices.

**Jack Hunt is an oversubscribed 11-18 vibrant, multi ethnic co-educational, comprehensive school with outstanding community cohesion.**

**The school provides an exceptional in-house CPD programme to enhance career development. If you want to truly make a difference to the lives and aspirations of our students we look forward to hearing from you.**

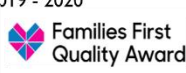
***The Board of Trustees of Peterborough Keys Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

***Further details and how to apply are available on the Jack Hunt School website:  
[www.jackhunt.net/careers](http://www.jackhunt.net/careers)***

**Closing date: Friday 21 February 2020 at 9.00 am**



Our Head Prefect Team: 2019 - 2020



A founder member of the Peterborough Keys Academies Trust registered in England and Wales as Company Number 1108321



# JACK HUNT SCHOOL (TRUST)

## A Specialist Language and Sports College

Bradwell Road, Peterborough, PE3 9PY Tel: (01733) 263526 Fax: (01733) 330364 web: [www.jackhunt.net](http://www.jackhunt.net) email: [info@jackhunt.net](mailto:info@jackhunt.net)  
CEO Peterborough Keys Academies Trust and Headteacher: Ms P J Kilbey, BEd (Hons) PG Dip Ed NPQH  
Headteacher: Ms K A Simpson-Holley, MA (Hons) Cantab MA PGCE NPQH Deputy Headteacher: Ms A M Ford, MA (Hons) Cantab Med PGCE AST

## Welcome Letter from the Headteachers

February 2020

Dear Applicant

### Application for post as Business Administrator Apprentice

***The Board of Trustees of Peterborough Keys Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

Thank you very much for your interest in the above vacancy. The post offers the opportunity to make a real difference to the lives and aspirations of the students in our care.

Our priorities as a school are to continue the laser sharp focus on raising attainment and improving progress whilst providing a caring and aspirational environment for our students where they are given a range of opportunities to experience and excel in. We are an inclusive, truly comprehensive school committed to achieving the best outcomes for all our students. We want them to achieve more than they themselves thought possible.

We have won a number of Awards for our work, especially the exceptional progress our students make from their starting points; our students attend Russell Group Universities; represent England and Great Britain in a range of Sports; and contribute positively to the school and wider community. The successes we have had and the excellent reputation we have in the City has been as a result of the relentless hard work of the entire staff body.

In this post we are seeking someone who is keen to develop professionally and who is prepared to work in a collaborative way with colleagues. Individual contribution to teamwork and a positive 'can do' outlook is essential.

Our selection criteria for the post are clearly outlined in the documents on the school website for applicants. If you do truly want to make a difference to the lives and aspirations of our students and if you aspire to work in a supportive, professional environment with a learning and reflective culture, we would be very pleased to receive an application from you.

Yours sincerely

Ms P J Kilbey  
Headteacher  
CEO for Peterborough Keys Academies Trust

Ms K Simpson-Holley  
Headteacher



Our Head Prefect Team: 2019 - 2020





## JOB DESCRIPTION

*The Board of Trustees of Peterborough Keys Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

**Post:** Business Administrator Apprentice – Temporary 18 months

**Grade:** National Minimum Wage for Apprentices

**Hours:** 37 hours per week, 5 days per week, term time plus 3 additional weeks (111 hours)

**Accountable to:** Senior Administrator

**Date reviewed:** June 2018

### **Purpose of Job**

To fulfil a broad range of office duties and administrative tasks, with a focus on communication, and provide an efficient and friendly reception service.

### **Main Duties**

- Receive Visitors to the school and deal with all associated reception duties
- Provide administrative support to aid the administration of the functions of the school.
- Deal with routine enquiries from visitors, staff and students.
- Receive, process and expedite telephone calls and carry out associated administration.
- General clerical tasks including whole school typing, mail merge and administration.
- Update and maintain various school databases and systems.
- Distribute, frank and send outgoing mail.
- Support other administration areas under supervision to learn multiple roles.
- Participate in the schools support staff appraisal scheme and training courses as and when necessary.
- Other duties in the Main Office which may, from time to time, be required under the direction of the Administration Manager or Senior Administrator.

This job description will be reviewed periodically.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.



## **Person Specification**

### **APPOINTMENT OF BUSINESS ADMINISTRATOR APPRENTICE**

***The Board of Trustees of Peterborough Keys Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

We would like to appoint a **Business Administrator Apprentice**. The successful applicant will support the work of the main office and reception areas, and support other administrative departments as required.

### **Person Specification**

Applicants will be judged against the following criteria:-

#### **Essential**

- Recent experience in Microsoft Office packages, particularly Outlook and Excel.
- A high regard for confidentiality.
- A good organiser.
- A sound general education with 6 GCSEs including English and Maths at GCSE Grades A\* to C (or its equivalent).
- Been a resident in the UK/EEA/EU for the last 3 years.
- Ability to communicate at all required levels, including students, parents, visitors and staff members.
- The ability to show initiative.
- The ability to respond well to periods of pressure.
- A desire for high standards of work produced with accuracy essential.
- A consistently high standard of personal presentation.
- A willingness, on occasions, to be flexible with working hours.
- A willingness to be trained and acquire new skills.
- A good telephone manner.
- An understanding of a 'customer focused' mind set.
- Have the ability to fulfil all spoken aspects of the role with confidence through the medium of English.

#### **Desirable**

- Previous office/clerical experience would be an advantage.
- A recognised typing qualification (OCR 2 or equivalent) with recent typing experience, including word processing (MS Office Word)
- Experience of working in an education setting
- Understanding and experience of school database applications and packages.

### **Pay and Conditions of Service**

The successful applicant will be employed for 37 hours per week, 41 weeks per year (term time plus three weeks).

Salary will be paid at the National Minimum Wage for Apprentices.

If you are appointed to the post, it will be on the understanding that you are prepared to undergo an Enhanced DBS check and if necessary, a medical examination.



The school has an appraisal system for its employees.

### **Application Procedure**

To apply you will need to go the Careers Page on our school website [www.jackhunt.net/careers](http://www.jackhunt.net/careers) and click on the relevant post and then click on “apply now” button. As part of the application you are invited to demonstrate how you fulfil some of the criteria listed in the person specific information listed on the previous page.

Closing date for the post is **Friday 21 February 2020 at 9.00 am.**

Interviews will be held shortly afterwards.

Thank you in advance for your application. If you have had no response by Friday 28 February 2020 please assume that on this occasion your application has not been successful. **We are unable to reply to all candidates who apply for positions in the school to inform them that they have not been shortlisted.** However, I hope you will obtain a suitable appointment in the very near future.