



JOB DESCRIPTION

Job Title:

IT & DATA ADMINISTRATOR APPRENTICE

Location:

BARNES WALLIS ACADEMY

Job Purpose:

To complete general clerical and administrative tasks for the central IT & Data Team under the direction or instruction of senior staff, as part of the central support team.

Background:

The David Ross Education Trust (DRET) is a network of academies with a geographical focus on Northamptonshire, Leicestershire, Lincolnshire, Yorkshire/Humberside and London.

Our aim is to be the country's leading academy chain, committed to delivering the highest educational standards alongside an unrivalled package of sporting and cultural enrichment.

Reporting To:

Head of IT

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

MAIN DUTIES AND RESPONSIBILITIES

To work towards an Intermediate Apprenticeship in Business Administration.

To ensure the clerical and administrative activities within the IT & Data team are effectively and efficiently undertaken and to provide excellent service to the overall running of the teams administrative function.

The duties listed below are not exhaustive and other similar duties commensurate with grade and responsibilities may be undertaken and are not excluded simply because they are not itemised:-

- Provide general clerical support including clerical processes, word processing, IT based tasks including data input, requiring knowledge of various ICT packages and operation of office equipment.
- Undertake general financial administration such as processing orders, managing asset records and order record keeping.
- Undertake reception duties, act as first point of contact in response to and deal with enquiries either by telephone or face-to-face and sign in visitors, deal with lost property etc.
- Produce lists, information and data as requested by senior staff or external agencies (e.g. standard/statutory returns)
- Maintain manual and computerised records and management information systems.
- Support the service management of the IT & Data team by monitoring Helpdesk support tickets.
- Assist with arrangements for customer visits and events
- Maintain stocks and supplies, selling and distributing as required
- Provide administrative support for meetings and take notes at meetings
- Provide support in the wider IT & Data team when required
- Promoting commercial engagement through social media
- Supporting events and open evenings

PERSON SPECIFICATION

Your application will be reviewed against the essential and desirable criteria listed below.

Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

1 - Application

2 - Test/Presentation

3 - Interview

	Essential	Desirable	Assessed
Qualifications and Professional Development			
<ul style="list-style-type: none"> Educated to GCSE-level/NVQ-level 2 or equivalent, including English and Mathematics 	✓		
<ul style="list-style-type: none"> Be a skilled user of Microsoft Office, with the ability to produce, create and edit documents using Word, Excel, PowerPoint, and Outlook. 	✓		
Personal Qualities and Ethos			
<ul style="list-style-type: none"> Able to maintain the strictest confidentiality and integrity at all times 	✓		
<ul style="list-style-type: none"> Highly organised and efficient and able to work to tight deadlines, often under pressure 	✓		
<ul style="list-style-type: none"> Excellent written and verbal communication skills with the ability to relate well to a wider range of stakeholders 	✓		
<ul style="list-style-type: none"> Work under your own initiative and deal with demands of large and diverse Parent/Carer population 	✓		
<ul style="list-style-type: none"> Ability to work as part of a diverse team 	✓		
<ul style="list-style-type: none"> Promote the safeguarding and welfare of children and young people within the Academy 	✓		
<ul style="list-style-type: none"> Willingness to ensure that equal opportunities are promoted and developed within the Academy 	✓		
<ul style="list-style-type: none"> Promote inclusion at all levels 	✓		
Equal Opportunities			
<ul style="list-style-type: none"> A commitment to promoting equality and diversity, providing an inclusive and co-operative 	✓		

environment in which all students and individuals working for and on behalf of the organisation feel respected and able to give of their best.			
Safeguarding			
<ul style="list-style-type: none"> Committed to promoting the welfare of all children and creating a safe environment in which children can learn; considering, at all times, what is in the best interests of the child. 	✓		
<ul style="list-style-type: none"> Play an important part in the wider safeguarding of children – identifying concerns, sharing information and taking prompt action to safeguard and protect them. 	✓		
<ul style="list-style-type: none"> Aware that the Trust will take all steps to prevent those who pose a risk of harm from working with children. Recruitment procedures ensure rigour in identifying and rejecting people who might abuse children. 	✓		
Health and Safety			
<ul style="list-style-type: none"> Aware of Health & Safety and Safeguarding as appropriate to role 	✓		

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This Job Description is current at the time of printing but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

The David Ross Education Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo vetting appropriate to the post, including a social media presence check and Enhanced DBS check. The successful applicant will be expected to adhere to all safeguarding, welfare and health and safety policies and procedures of the Trust.

All pre-employment checks are in line with "Keeping Children Safe in Education" statutory guidance.