

## **Job Description**

<b>Job Title:</b>	<b>Administration Apprentice</b>
<b>Location:</b>	<b>Firth Park Academy</b>
<b>Contract:</b>	<b>Fixed term up to 18 months apprenticeship training contract</b>
<b>Hours of work:</b>	<b>35 hours, 39 weeks per year</b>
<b>Reports to:</b>	<b>Office Manager</b>

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### **Overall Responsibilities:**

#### **After receiving guidance and training:**

To provide administrative support in line with academy policies and processes in order to support the smooth running of the school office and reception.

To complete training as per the apprenticeship specification, using work experience gained to support this.

### **Training:**

During the 15 - 18 months of the apprenticeship you will be assigned an Assessor and will work towards the Business Administration standard which has highly transferable knowledge, skills and behaviours which can be applied across all sectors. You will also complete a Diploma in Business Administration Level 3.

You may also be required to complete Literacy, Numeracy and IT Functional Skills (this will be determined by existing qualifications). Training will be mainly through workplace assessment which will take place every 4 weeks.

### **Main Duties:**

#### **After receiving guidance and training:**

- To complete routine administrative and financial support to ensure the effectiveness and efficiency of the school office.
- To attend required meetings and training session
- To comply with individual responsibilities for health & safety in the workplace in accordance with the Academy's' Health & Safety Policies and Procedures.
- To ensure that all duties and services provided are in accordance with the Academy's Equal Opportunities Policy
- To maintain confidentiality in all Academy related matters

- To undertake any other duties commensurate with the post, as directed by the Line Manager

### **Permanent Appointments and advanced level apprenticeships**

Due to operational requirements apprentices cannot be guaranteed a permanent job or higher level apprenticeship on completion of their apprenticeship. Where a suitable permanent job or an advanced level apprenticeship opportunity becomes available in their training academy or other Academies Enterprise Trust academies apprentices are strongly encouraged to apply for it and subject to satisfactory completion of their apprenticeship and suitable qualifications / experience will be guaranteed an interview.

### **Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a term and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the Academy at the reasonable discretion of the Principal
5. There may be occasions when it will be necessary to cover other Administrative roles within the Academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all Academy related matters.

### **Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	GSCE Maths, English and ICT (A – C or 4 - 9) or equivalent or be willing to work towards Functional Skills  You must be resident in England and have the right to work in UK, aged over 16 and not in fulltime education	5 GCSE (Grade A- C or 4 - 9) or equivalent including an Maths, English and ICT
<b>Knowledge/ Experience</b>	Good record of attendance and conduct at school / college or in previous employment.	Work experience within an office environment
<b>Skills/Abilities</b>	Ability to use Microsoft Office including Word, Excel and Outlook or equivalent  Confidence and desire to develop ability to communicate with people at all levels  Effective verbal and listening communication skills  Desire to develop excellent customer focus skills  Desire to develop analytical and problem solving skills  Desire to develop decision making skills  The ability to work on own initiative or without supervision for short periods of time.  Developing the ability to work as part of a team  Developing good organisational skills  Developing the ability to work under pressure and be flexible where needed  The ability to remain calm at all times	
<b>Special Requirements</b>	Prepared to travel for training as and when required	