JOB DESCRIPTION

| **Job Title:** | Business Administration Apprentice |
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| **Location:** | Fowey River Academy |
| **Reporting to:** | Principal’s PA |
| **Prepared date:** | September 2017 |

Job Summary

* To contribute to the overall success of the academy:
* To act as the first point of call for all academy visitors and callers.
* To provide and co-ordinate a full range of secretarial and administrative duties to support the running of the academy.

Main Duties and Key Responsibilities

* To welcome visitors in a professional and hospitable manner, ensuring signing-in procedures are followed
* To receive and prioritise incoming telephone calls and deal with them appropriately including recording and distributing messages as required, ensuring that all messages are distributed in a timely manner

* To ensure appropriate standards of tidiness and order in the academy reception area so as to project a professional and welcoming environment for parents, pupils and visitors to the academy

* To provide administrative and secretarial support in such areas as word-processing, correspondence, reports and publications, updating and extracting computer information, photocopying and filing, scanning.

* To sort and distribute incoming post and prepare and frank outgoing mail, record incoming goods and provide assistance with stock control

* To support other administrative functions in the academy during busy periods
* Responding to e-mails;
* Attend team meetings and provide input to continually improve the academy.

Other

* To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the academy’s pupils at all times
* To act as a team member and provide support and cover for other staff where needs arise
* To be aware of and adhere to all policies and procedures
* To be responsible for your own completion of your apprenticeship and continuing self-development as appropriate.
* To undertake other duties appropriate to the post as required

Key Skill/ Experience Requirements

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| **Person Specification:** | **Essential** | **Desirable** | **Recruiting method** |
| **Education and Training** | GCSE’s or equivalent to include Maths & English at a C grade or above, o equivalent. |  | Application |
| **Skills and Experience** | A practical working knowledge IT applications, inclusive of word, excel and powerpoint  Excellent customer service and communication skills | Good standard of practical knowledge, skills and experience of working in an office environment | Application/Interview/Assessment |
| **Specialist Knowledge and Skills** | Strong organisational skills  High level of accuracy and attention to detail  Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people  Demonstrates an awareness, understanding and commitment to equal opportunities |  | Application/Interview/Assessment |

Disclaimer

The job duties, elements, responsibilities, skills, functions, educational factors and the requirements and conditions listed in this job description are representative only and not exclusive of the tasks that any employee may be required to perform. Adventure Learning Academy Trust reserves the right to revise this job description at any time.

Acknowledgement of receipt

I have received a copy of this job description and acknowledge that it forms part of the terms and conditions of my contract of employment with Adventure Learning Academy Trust.

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| **Signed:** |  |
| **Name (please print):** |  |
| **Date:** |  |

Adventure Learning Academy Trust is an Equal Opportunities Employer

***Adventure Learning Academy Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment in every aspect of their work.***