



North East  
Learning Trust

WE'RE LOOKING FOR

A **BUSINESS ADMIN**

**APPRENTICE**

TO JOIN OUR TEAM

## **Business Admin Apprentice**

### **Required for January 2020**

**Salary £200 per week, term time only £7800 per annum**

**Term time plus 5 days (40 weeks) - 37 hours per week**

We are seeking to appoint an enthusiastic, hardworking, flexible and committed person to join our dedicated administration team. The successful candidate will be completing a Business Admin Level 3 course alongside their role in the school.

#### **The successful candidate will:**

- Have knowledge and understanding of safeguarding
- Can work as part of a team and individually
- Can be a positive role model to all members of our school community
- Can maintain a safe and caring atmosphere for all children

#### **Deadline:**

**Thursday 21 November 2019**

Shortlisting will take place Friday 22 November with interviews taking place Tuesday 26 November 2019.

All visits to the school are warmly welcomed.

Please contact the school office on **0191 3710777** to arrange a visit.

#### **How to apply:**

Letters of application should be no more than two sides of A4 and should be returned with application forms to [enquiries@sacristonacademy.co.uk](mailto:enquiries@sacristonacademy.co.uk).

## Job description

### Responsible to

Office manager

### Job purpose

To provide general administration support for pupils, teachers and the whole school.

### The key duties of this post will generally include:

- Taking messages, answering enquiries and providing information, including from/to parents and other members of the public.
- General reception duties, for example photocopying and distribution of letters.
- Collecting, recording and keeping up to date manual and computerised records to ensure a high level of accuracy is maintained and data and reports are produced as and when required.
- Liaising with staff, parents and external bodies via telephone or in person to meet the requirements of the school.
- Undertaking typing, composing memos, letters and newsletters and ensuring that all information produced is accurate
- To provide admin support in organising meetings and updating office systems and diaries.
- Such other responsibilities allocated which are appropriate to the grade of the post.

The above list of duties is extensive but not exhaustive and may not identify each individual task which may reasonably be requested of the post holder. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the time of post, but, in consultation with you, may be changed by the head of school to reflect or anticipate changes in the job commensurate with the grade and job title.

## Person specification

	Essential	Desirable
Education/ training	<ul style="list-style-type: none"> <li>A good standard of literacy and numeracy skills</li> </ul>	<ul style="list-style-type: none"> <li>Maths and English grades 4-9 / A-C or equivalent</li> <li>Excellent ICT skills</li> </ul>
Experience	<ul style="list-style-type: none"> <li>An understanding of safeguarding and child protection, as well as data protection and confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>Experience working in an educational setting</li> </ul>
Attitude and skills	<ul style="list-style-type: none"> <li>Evidence of good keyboard skills</li> <li>Excellent attention to detail</li> <li>Excellent communication skills</li> <li>Ability to prioritise workload</li> <li>Ability to work flexibly to meet deadlines</li> </ul>	
Personal qualities	<ul style="list-style-type: none"> <li>Good work ethic</li> <li>Positive</li> <li>Professional</li> <li>Willingness to learn</li> <li>Good timekeeping and attendance record</li> </ul>	<ul style="list-style-type: none"> <li>Empathy with the school ethos</li> <li>An understanding of issues of confidentiality</li> </ul>

## **References:**

Any relevant issues arising from references will be taken up at interview.

## **DBS and pre-occupational health:**

The North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

## **Equal opportunities:**

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applications with disabilities will be granted an interview if the essential job criteria are met.