



Academies Enterprise Trust

Job Description

Job Title: Admin Team Apprentice
Location: 183 Eversholt Street, London NW1 1BU
Hours of work: 37
Reports to: Talent Resourcer

Purpose of the Role: (After receiving appropriate training and guidance)

To provide administrative support to the HR/Talent/Apprenticeship team.

To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

Training:

During the 15 - 18 months of the apprenticeship you will be assigned an Assessor and will work towards the Business Administrator standard which has highly transferable knowledge, skills and behaviours which can be applied across all sectors.

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.

Responsibilities: (After receiving appropriate training and guidance)

1. To complete the full range of administration tasks associated with the day to day operations of the HR/Talent and Apprenticeship team.
 - a. Work with the team to support posting job advertisements on a variety of platforms including job boards and social media.
 - b. Work with the team to ensure data is kept up to date on all recruitment/Apprenticeship related activities.
 - c. Monitor and respond to emails in the Recruitment mailbox/ Apprenticeship mailbox.
 - d. Deal with phone calls and resolving queries where appropriate.
 - e. Ensure interviews are set up and administered effectively and run smoothly.
 - f. Seek references as required.
 - g. Support the new starter and exit process for apprentices joining the programme.
 - h. Administering PICs, Smart Assessor and Examination Software etc.

2. The post-holder is also required to undertake such other duties and training as maybe required by or on behalf of Academies Enterprise Trust provided that they are consistent with the nature of the post.

Employee value proposition:

We passionately believe that every child can discover their own remarkable life. It's what motivates us around here. We know this vision requires something extra. Which is why at AET, you'll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we're inspiring. Come inspire their remarkable with us.

Our values:

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

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 year 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/Group/Chief Executive
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

Job Title: Team Administrator Apprentice

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none"> • GCSE 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 full time education 	<ul style="list-style-type: none"> • 5 GCSE (Grade A- C or 4 - 9) or equivalent including an Maths, English and ICT
Knowledge/Experience	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> • A general interest in HR/Talent/Learning and Development 	<ul style="list-style-type: none"> • N/A
Skills	Line management responsibilities (No.)	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
	Forward and strategic planning	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
	Budget (size and responsibilities)	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
	Abilities	<ul style="list-style-type: none"> • Good customer service skills • Good IT skills • Good communication skills • Good organisational skills • The ability to listen and follow instructions • Ability to work as part of a team and independently • Strong attention to detail • Ability to display discretion and maintain confidentiality 	<ul style="list-style-type: none"> • N/A
Personal Characteristics	Behaviours	<ul style="list-style-type: none"> • Willing to learn and be self motivated • A positive attitude • A flexible and adaptable approach to work 	<ul style="list-style-type: none"> • N/A
	Values	<ul style="list-style-type: none"> • Ability to demonstrate, understand and apply our values <ul style="list-style-type: none"> ○ Be unusually brave ○ Discover what's possible ○ Push the limits ○ Be big hearted 	<ul style="list-style-type: none"> • N/A

Special Requirements		<ul style="list-style-type: none">• Successful candidate will be subject to an enhanced Disclosure and Barring Service Check• Right to work in the UK• Evidence of a commitment to promoting the welfare and safeguarding of children and young people	<ul style="list-style-type: none">• N/A
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