

JOB DESCRIPTION

BUSINESS ADMINISTRATION APPRENTICE



THE POST

The purpose of the post is to complement the work of the Federation, supporting all staff and students to ensure that student outcomes are outstanding. Apprentices will be based within a team of colleagues in the relevant setting and will receive full training and support at all stages of their placement.

Responsible to: Administration Manager.

SUMMARY OF MAIN DUTIES

- Support other staff in administrative tasks.
- Complete work to a high standard.
- Ensure that the Federation is professional in all its dealings with key stakeholders (students, staff, parents and governors).
- Maintain records, meeting minutes and files.
- Competently use office equipment including printers, photocopiers, the telephone system and internal software, including that used for word processing, databases and spreadsheets through school specific software.

TEAM SPECIFIC RESPONSIBILITIES

- Word processing, typing and mail merging.
- Assisting with bulk mailing, creating labels, sorting and stuffing.
- Filing and maintenance of paper records, and archiving within the data protection act.
- Covering switchboard and reception, forwarding all calls and dealing with email and internet communications.
- Receive enquiries and messages, dealing with all internal and external communication effectively and efficiently in a confidential manner.
- Assist in the administration, organisation and delivery of Federation projects and events (this may include some out-of-hours) work.
- Distributing messages and notices to staff and students as appropriate.
- Contacting facilities management staff on behalf of teaching staff when assistance is required.
- Sorting of incoming post, franking of outgoing mail and arranging collection.
- Assisting with reprographics, including printing and photocopying.
- Preparing and maintaining student records, registers and forms on computerised database when required.
- Data checking, inputting and retrieving, including from databases and spreadsheets.

GENERAL DUTIES

- To attend staff meetings and training as required.
- The Federation has a dress code which must be adhered to as a condition of appointment.
- The successful candidate will be expected to work across the Federation as required by the Executive Principal.
- Any other reasonable duties as requested by the Executive Principal.

FEDERATION

- To familiarise yourself and comply with the Federation rules, policies and procedures in force.
- Support the vision and ethos of the Federation.
- Uphold routines for learning and uniform.
- Contribute to monitoring and evaluating the success of the Federation.
- To proactively respond to issues identified in the Transformation Plan to bring about sustained improvement.
- Contribute to the range of extra-curricular opportunities on offer to students.
- Any other reasonable duties as requested by the Executive Principal.

SAFEGUARDING, HEALTH AND SAFETY

The Federation is committed to safeguarding and promoting the welfare of all students in our care and expects all staff to share this commitment. All staff are responsible for ensuring safeguarding, health and safety policies are implemented in line with Federation policy and current legislation.

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

This job description sets out the main duties associated with the stated purpose of the post. It is assumed that other duties of a similar nature undertaken within the role are not excluded because they are not itemised.

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE	EVIDENCE
<p>COMMITMENT A clear recognition of and commitment to all our aims as a high performing Federation</p> <p>Smart business dress is essential. The Federation has a dress code.</p>	Evidence of the commitment to education	<p>Letter of application</p> <p>Portfolio of work (where appropriate)</p> <p>Interviews</p>
<p>QUALIFICATIONS A good basic level of education having or will achieve at least 5 GCSEs at A*-C (or 9-4) including English and mathematics.</p>	Evidence of an interest in continued training	<p>Application form</p>
<p>EXPERIENCE Evidence of successfully working as part of a team.</p>	Experience of working in an office environment	<p>Interviews</p> <p>References</p> <p>Portfolio of work</p> <p>Letter of application</p>
<p>STAFF DEVELOPMENT An understanding of the importance of training.</p> <p>A proven desire to improve, with recent evidence of certified professional development.</p>	Evidence of further training and / or qualifications.	<p>College forms</p> <p>Letter of application</p> <p>Interviews</p>
<p>RELATIONSHIPS An ability to work with our students.</p> <p>Good listening skills, the ability to communicate effectively and to work as part of a team with staff, college members, parents and members of the local community.</p>		<p>References</p> <p>Interviews</p> <p>Letter of application</p>