**Job Description**

**Job Title: Administration - Apprentice**

**Location: Tamworth Enterprise College**

**Hours of work: 37, TTO Plus 5 Professional Development Days**

**Reports to: Office Manager**

**Purpose of the Role:**

To provide professional administrative support to the Academy.

**Responsibilities:**

(After receiving appropriate training and guidance)

* To receive and make telephone calls
* Answer all incoming calls to the division and handle caller’s enquiries promptly
* Re-direct calls as appropriate and take adequate messages when required
* To provide administrative support eg: photocopying, preparing files and printing large documents.
* To assist in ensuring all documents are electronically stored
* To organise and minute any meetings deemed necessary by the line manager
* To prepare correspondence when necessary
* To assist in the collation of necessary paperwork for meetings
* To assist in managing and maintaining documents.
* To successfully complete apprenticeship training, by meeting regularly with your apprenticeship assessor and IV, traveling to training when required and completing all assessment material in a timely fashion.

**Training:**

You will be allocated a Trainer/Assessor will assess you in the workplace on a monthly basis. In between these meetings you will have dedicated time away from your job to work on the apprenticeship and collate evidence for your apprenticeship e-portfolio with ongoing support from your Manager and Trainer/Assessor.

**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

**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. 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.

6. 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: Administration - Apprentice**

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| --- | --- | --- | --- |
| **General heading** | **Detail** | **Essential requirements:** | **Desirable requirements:** |
| **Qualifications** | Qualifications required for the role | * GCSE Maths and English Grade A-C or equivalent or willingness to work towards English and Maths functional skills qualifications * Good IT skills |  |
| **Knowledge/Experience** | Specific knowledge/  experience required for the role | ● Ability to work independently and use initiative   * Ability to use Microsoft Office including Word, Excel   ● Ability to stay calm under pressure  ● Ability to communicate effectively and relate well to both children and adults  ● Ability to build and maintain effective relationships  ● Ability to work effectively as part of a team  ● Ability to provide excellent customer service, both to internal and external customers  ● Demonstrate a commitment to equality |  |
| **Skills** | Line management responsibilities (No.) | N/A |  |
| Forward and strategic planning | N/A |  |
| Budget (size and responsibilities) | N/A |  |
| Abilities | ● Ability to organise own workload, follow a schedule and meet deadlines  ● Ability to plan own work on a daily basis  ● Able to work flexibly to meet needs of the academy  ● Willing to undertake relevant training courses including travel if required   * Commitment to self-evaluate learning needs and actively seek learning opportunities |  |
| **Personal Characteristics** | Behaviours | * Positive work ethic. * Determined to provide the best Learning Pathways provision possible. * Ability to listen and interpret instructions effectively so that learning is maximised for students. * Committed to improving the life chances of young people. |  |
| Values | * Ability to demonstrate, understand and apply our values   + Be unusually brave   + Discover what’s possible   + Push the limits   + Be big hearted |  |
| **Special Requirements** |  | * 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 |  |