

## JOB DESCRIPTION

### SCHOOL:

**POST TITLE:** Apprentice Business Administrator

**GRADE:** Minimum Wage for Age

### REPORTS TO:

**MAIN PURPOSE:** To provide a range of administration support as part of team, as allocated under the direction of a supervisor. With a focus on adding value, the role of Apprentice Business Administrator contributes to the efficiency of the Council.

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### TASKS:

#### Organisation

- Undertake reception duties, answering general telephone and face to face enquiries and signing in visitors
- Assist in arrangements for school trips/events etc

#### Administration

- Provide general/clerical administrative support e.g. photocopying, filing, faxing, completion of standard forms, respond to routine correspondence
- Maintain manual and computerised records/management information systems
- Produce lists/information/data as required e.g. pupils data
- Undertake typing and word-processing and other IT based tasks
- Take notes at meetings
- Sort and distribute mail
- Undertake administrative procedures
- Maintain and collate pupil reports
- Undertake routine administration of school lettings and other uses of school premises

#### Resources

- Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet)
- Maintain stock and supplies, cataloguing and distributing as required
- Operate uniforms/snack/other 'shops' within the school
- Provide general advice and guidance to staff, pupils and others
- Undertake general financial administration e.g. processing orders

#### Responsibilities

- Be aware of and comply with policies and procedures relating to Child Protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure Equal Opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all times
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

## PERSON SPECIFICATION

### POST TITLE: Apprentice Business Administrator

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> <li>• Good standard of Education Minimum of GCSE's in English <u>and</u> Maths – Grade 4 / C or above (or equivalent Level 2 qualification or above)</li> </ul> <p><b>Please note:</b> You <b>must not</b> hold an existing qualification at the same or higher level as this apprenticeship in a similar subject (Business Administration Level 3)</p>		Application form
Experience	<ul style="list-style-type: none"> <li>• Working as part of a team (this could be in a sporting, educational, work or social setting) as well as demonstrating use of own initiative</li> </ul>	<ul style="list-style-type: none"> <li>• Some basic experience of working in a busy office and/or reception service</li> <li>• Experience of handling personal confidential and/ or sensitive information</li> </ul>	Application / Interview
Knowledge & Skills	<ul style="list-style-type: none"> <li>• IT Skills including ability to use Microsoft Office e.g. Word and Excel</li> <li>• Good communication skills - listening, spoken and written</li> <li>• Organised with a good attention to detail</li> <li>• Numerate and have the ability to copy/transfer information accurately</li> <li>• Have the ability to understand and apply regulations and written instructions</li> <li>• Be articulate and able to converse confidently in a</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of using multiple IT packages</li> </ul>	

	<p>pleasant and professional manner</p> <ul style="list-style-type: none"><li>• Enjoy working as part of a team</li></ul>		
<p>Specific behaviours relevant to the post</p>	<ul style="list-style-type: none"><li>• Demonstrate the Council's Behaviours which underpin the Culture Statement</li><li>• Flexible approach to work</li><li>• The ability to solve problems logically</li><li>• High personal standards and self- discipline</li><li>• Motivated and positive attitude</li></ul>	<ul style="list-style-type: none"><li>• Mature attitude and outlook</li><li>• Emotional resilience</li></ul>	<p>Application / Interview</p>