

HILLSIDE PRIMARY SCHOOL AND NURSERY

JOB DESCRIPTION

Title: Business & Administration Apprentice

Salary: Apprenticeship Scale

Line Manager: School Business Manager

The person employed will demonstrate appropriate behaviour around pupils and will receive full safeguarding training.

LEVEL DESCRIPTION

All duties will be carried out within recognised procedures or guidelines, supported by comprehensive training.

May include ad hoc duties, which require some initiative.

Will make day-to-day decisions about own workload, within a clear framework.

There will be some need to interpret information or situations and to solve straightforward problems.

Problems will be referred to line manager, who will be available for direction and guidance.

No direct responsibility for supervising others.

OBJECTIVE OF ROLE:

To learn and develop a range of skills required of a business and administration role and apprenticeship standard to enable achievement of the apprenticeship standard and full competency in the role, participating in training, meetings and other learning activities.

Subject areas may include:

- Finance
- HR
- Pupil Data management
- Data Protection
- IT
- Health & Safety
- Pupil Admissions and Attendance
- Library management
- Premises/site admin

MAIN DUTIES AND RESPONSIBILITIES

- Maintaining and updating pupil and staff information on databases
- Completing paperwork relating to school records and funding applications
- Photocopying and reprographics

- Filing of hard copies and electronic documentation, some of which will be confidential
- Processing internal and external incoming and outgoing mail
- Communicating with parents using email and text (Parentmail)
- Using Parentmail to set up booking systems for Parents' Evenings, productions etc
- Contributing to the administration of school trips procedures and after school clubs
- Processing transactions on finance software
- Checking deliveries
- Managing and checking inventory
- Contributing to recruitment procedures and other HR/payroll processes
- Contributing to the maintenance of the school website
- Supporting the basic housekeeping and reactive maintenance of IT hardware and software, eg restocking of toner in copiers and printers, responding to basic fault calls under the direction of the IT Technician
- Welcoming visitors and responding to telephone enquiries
- Arranging hospitality as necessary
- Ensuring compliance with ALT and school policies and procedures, particularly Safeguarding (child protection), Data Protection and Health and Safety Regulations
- Maintaining confidentiality within the working environment at all times
- Carrying out any other additional duties as required

Note: This job description is not prescriptive and the duties and responsibilities may vary from time to time according to the changing needs of the school and the interests of the apprentice and their studies. Other tasks of a similar nature may therefore be added if required.

Job descriptions will be reviewed annually as part of the performance management procedure.

PERSON SPECIFICATION

	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> English and Maths GCSEs at Grade 4 / C or above, or equivalent An ability to converse at ease with members of the public and provide advice and information in accurate spoken English 	<ul style="list-style-type: none"> 5 GCSEs at Grade 4 / C or above
Knowledge and Experience	<ul style="list-style-type: none"> Evidence of maturity and a good record of behaviour/conduct Good general knowledge of ICT packages (Microsoft) and safe use of the internet. 	<ul style="list-style-type: none"> Experience of effectively handling competing demands and deadlines.
Skills	<ul style="list-style-type: none"> Positive 'can do' approach to work and study Appreciation of the need to be confidential and diplomatic Potential to undertake administrative duties efficiently and accurately Initial experience of delivering excellent customer service Good organisational and interpersonal skills Able to work with numbers with accuracy Flexible The ability to establish and maintain a good working relationship with a wide range of people The ability to work as part of a team The ability to work on own initiative 	<ul style="list-style-type: none"> Able to analyse basic statistical and data information
Attitude	<ul style="list-style-type: none"> Willingness to work under pressure whilst maintaining a professional attitude The willingness to undertake other training as required Friendly, enthusiastic and well presented Committed to delivering a high quality service Organised and efficient Self-motivated and capable of working to deadlines Able to understand the importance of being punctual and the impact absence has on the effectiveness of the team 	