

## JOB DESCRIPTION

### Business Administration Apprentice

**PLACE OF WORK:** Braeburn Primary and Nursery Academy

**CURRENT SALARY:** £16,591 - £23,114 pro rata

**REPORTS TO:**

**1. MAIN PURPOSE OF JOB**

To ensure that the Trust's Central Services Team receives excellent administrative support, so it in turn can provide excellent services to schools.

**2. KEY TASKS**

- i. Undertake administrative tasks, such as photocopying, fax transmissions, processing mail, maintaining filing systems, archives and resource libraries and updating information.
- ii. Answering the telephone and liaising with staff
- iii. Use of Microsoft applications such as Outlook, Word and Excel.
- iv. Produce correspondence and reports from written documents.
- v. Learn to accurately input data into computerised systems, databases and spreadsheets and process and retrieve data as necessary.
- vi. Minute, produce and distribute accurate records of meetings.
- vii. Administer financial processes, including collection and distributions of monies and banking, processing invoices, arranging countersignature and payments.
- viii. Learn to provide support to individual managers as required, including diary management, travel planning, arranging and supporting events and arranging and servicing meetings.
- ix. Learn how to develop a presentation
- x. Learn how to answer and resolve an issue for staff, customers or other agencies.
- xi. Learn to manage professional development and prioritisation of workload to include training time required to achieve relevant apprenticeship qualification.

	xii.	
	xiii.	Checking the general email account and distributing messages to appropriate staff members for action/ response.
	xiv.	Arrange and log meetings on google calendar
	xv.	
	xvi.	
	xii.	
	xiii.	Undertake Level 3 apprenticeship training framework in Business Administration or Customer Service, in accordance with framework is most relevant to the role.
	xiv.	Comply with all Academy and Trust policies and procedures
	xv.	To co-operate in any staff development activities required to effectively carry out the duties of the post and to participate in the Trust's appraisal process
	xvi.	Any other reasonable duties commensurate with the level of the post
<b>3.</b>	<b>SUPERVISION / MANAGEMENT OF PEOPLE</b> none	
<b>4.</b>	<b>MAIN CONTACTS &amp; RELATIONSHIPS</b> Internal: <ul style="list-style-type: none"> <li>• Central Services Team members</li> <li>• HR and Finance colleagues</li> <li>• Ebor senior managers</li> <li>• School staff</li> </ul> External: <ul style="list-style-type: none"> <li>• Suppliers of goods and services</li> <li>• Trainers and delegates on training courses</li> </ul>	
<b>5.</b>	<b>SPECIFIC AREAS OF RESPONSIBILITY</b>  This position provides administrative support to the Central Services Team, including Governance, HR and Finance.	

## PERSON SPECIFICATION

### Business Administration Apprentice

<b>6.</b>	<p><b>KNOWLEDGE AND QUALIFICATIONS</b></p> <p><b>Essential, i.e. the post holder must have:</b></p> <ul style="list-style-type: none"> <li>• Minimum level 2 literacy and numeracy qualification, or willingness to work towards within the lifespan of the apprenticeship</li> <li>• Good IT skills – computer / photocopier / laminator</li> <li>• A knowledge of, and commitment to, the safeguarding of pupils</li> <li>• A knowledge of, and commitment to, equality and diversity in school and workplace</li> </ul> <p><b>Desirable, i.e. the post holder would ideally have:</b></p> <ul style="list-style-type: none"> <li>• Willingness to undertake relevant administration qualification.</li> </ul>
<b>7.</b>	<p><b>EXPERIENCE</b></p> <p><b>Essential, i.e. the post holder must have:</b></p> <ul style="list-style-type: none"> <li>• Experience of working successfully as part of a team</li> </ul> <p><b>Desirable, i.e. the postholder would ideally have:</b></p> <ul style="list-style-type: none"> <li>• Experience of working in an office environment</li> <li>• Experience of working in a school, or other environment with children</li> <li>• Experience of working successfully in a customer facing environment</li> <li>• Experienced in working in an administrative capacity</li> </ul>
<b>8.</b>	<p><b>SKILLS AND PERSONAL QUALITIES</b></p> <p><b>Essential, i.e. the post holder must have:</b></p> <ul style="list-style-type: none"> <li>• Ability to communicate well with members of staff of all levels</li> <li>• Be able to work constructively as part of a team,</li> <li>• Good time management and personal organisational skills</li> <li>• Reliability and dependable</li> <li>• Able to retain a calm and professional approach in the face of challenges</li> <li>• Resilience in the face of challenging circumstances</li> <li>• Desire to learn and commitment to undertake relevant training, leading to formal qualification</li> </ul> <p><b>Desirable, i.e. the post holder would ideally have:</b></p> <ul style="list-style-type: none"> <li>• To be committed and motivated to the objective of raising achievement in the school</li> <li>• To have a flexible approach to work.</li> </ul>