

Ormiston South Parade Academy

Post:	Business Administration Apprentice
Location:	Ormiston South Parade Academy based
Salary:	In accordance with national apprenticeship wage
Status:	Fixed term for 18 months
Contract	Academy
Hours:	37 hours per week Term Time + 5 days

Responsible to: Academy Business Manager

Responsible for

- Overall purpose of the post is to develop clerical & administrative skills to support the Academy's administrative and office function. The post holder will be responsible for administrative and reprographics duties, including reception duties – promoting a welcoming environment; promoting and supporting effective communication with school and parents, promoting and supporting effective day-to-day organisation within the Academy.
- To be part of a team providing administrative and clerical support as effectively as possible, ensuring that communications and reports are made in a timely manner that meet the needs and expectations of all stakeholders including compliance with relevant OAT Head Office policies and processes as needed.

Main duties and responsibilities

Administration

- Undertake responsibilities, duties and work in relation to:
 - Word processing
 - Presentation materials
 - Spreadsheets and databases
 - Reprographics
- Maintain filing systems both electronic and paper.
- To distribute incoming and outgoing post and internal communication.
- Assist with whole academy mailings.
- Reception duties including greeting visitors, co-ordinating the visitor sign-in system, handling parental, pupil, staff and visitor queries, answering the telephone and receiving deliveries.
- Ensure the office area is always tidy, clean, safe and attractive.
- Administration support with organising events, trips and visits.
- To implement fully and positively the Academy's policy on office procedure.
- Checking deliveries and ensuring the relevant paperwork is accurate.
- Monitoring stationery stocks.

- Being aware of emergency, security and safeguarding procedures in accordance with Academy policies.
- Use of SIMS (School Information Management System) pupil database and various ICT packages and the operation of office devices and equipment.
- To carry out reasonable tasks from time to time as directed by your Line Manager.

Systems, Policies and Procedures

- Knowledge of and adherence to school administrative systems, policies and procedures.

Building Professional Relationships

- Communicates with other school staff and teachers, senior leadership team, pupils, parents / carers, suppliers, visitors.
- Exchanges information with Line Manager, Principal and other staff.

Record Keeping and Information Management

- Maintain and update accurate and detailed records and systems.
- Filing and archiving.

Problem Solving and Decision-Making

- Makes decisions about own administrative work. Decision-making is short term; more complex decisions are referred to senior staff.

Knowledge, Skills and Experience

- IT and keyboard skills

Physical Demands and Working Conditions

- Normal physical effort with a mixture of sitting, walking and carrying minor loads.
- Work normally carried out in an office environment

General Responsibilities

- Be aware of promote and comply with policies and procedures relating to safeguarding, child protection, health, safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, and support, differences and ensure equal opportunities for all.
- Maintain confidentiality of information acquired in the course of undertaking duties.
- Ensure that work is completed in compliance with relevant legislation and procedures relating to this role.
- Ensure GDPR principles are embedded in normal working practices.
- Post holders may be required to work flexibly in order to meet the business needs. All staff are required to partake in performance management and training activities.
- The above list is not exclusive or exhaustive, and the school may require the post holder to undertake duties commensurate with the level of the role.
- As part of your wider duties and responsibilities, you are required to promote and actively support the Academy's responsibilities towards safeguarding.
- The Trust expect that employees deal with people politely and tactfully, communicating with colleagues both formally and informally, modelling the Academy's Code of Conduct and the equality policy objectives.

Safeguarding

- Our organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.
- An enhanced disclosure and barring check will be a requirement of the post.