**SALARY:** Apprenticeship rate: £6.40 per hour

**HOURS:** 37 hours per week, term time plus two week, plus inset days

**REPORTS TO:** School Business Manager

**START DATE:** September 2024

**CONTRACT TERM:** Temporary (typical 16 month duration)

**This Academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.**

**PURPOSE:**

**Overview:** Ormiston NEW Academy is seeking a motivated and enthusiastic Business Administrator Apprentice to join our dynamic team. This apprenticeship offers an excellent opportunity to gain hands-on experience in various administrative functions within a school environment, including reception, exams, finance, and Data. The successful candidate will receive comprehensive training and support, leading to a nationally recognised qualification.

**Key Responsibilities:**

* Provide administrative support to various departments as required.
* Maintain accurate and up-to-date records and files.
* Support in reception by greeting and assisting visitors, staff, and students in a professional and friendly manner.
* Answer and direct phone calls, taking messages as necessary.
* Assist the academy’s email inbox, responding to inquiries and forwarding emails to the appropriate staff members.
* Maintain the reception area, ensuring it is welcoming and tidy.
* Assist with the administration and organisation of internal and external examinations.
* Support the Exams Officer in preparing examination timetables and seating plans.
* Help distribute examination materials and ensure compliance with examination regulations.
* Assist in the collation and dissemination of exam results.
* Assist in organising school events, such as open days, parent evenings, and staff meetings.
* Undertake any other duties relevant to the role as directed by the School Business Manager.

**General Matters**

Any other duties as deemed reasonable and necessary by the Principal.

To play a full part in the life of the academy community, to support the academy ethos and to encourage staff and students to follow this example

To actively promote academy policies

To continue professional development as agreed

To actively engage in the appraisal and professional development process

To carry out any other duties which may be reasonably regarded as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Condition of Employment.

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.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post holder and will be reviewed annually as part of the Academy Appraisal process.

The post holder’s responsibility for promoting and safeguarding the welfare of children and young persons for who s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the Academy’s Safeguarding and Child Protection Policies at all times. If in the course of carrying out the duties of the role, the Post holder becomes aware of any actual or potential risks to the safety or welfare of children in the academy s/he must report any concerns to the Academy’s Designated Safeguarding Lead and Principal.

**Person Specification**

**Job Title:** Business Administration Apprentice

**Qualifications:**

* 5 GCSEs (A\* to C) including English and Maths or equivalent NVQ Level 2
* Good level of literacy, numeracy and ICT skills
* Attention to detail and accuracy in data entry and record-keeping.
* Ability to work both independently and as part of a team.
* Willingness to learn and adapt to new tasks and responsibilities.

**Personal Attributes:**

* Enthusiastic and flexible
* Supportive, patient and non-judgmental
* Ability to work as part of a team
* Good communication skills
* Creative in finding ways to assisting students to learn
* Ability to give respect to students and their parents/carers
* Ability to build good working relationships
* Empathy and understanding of Safeguarding regulations