



STANTON VALE SCHOOL

School Reception/Admin Apprentice



CANDIDATE INFORMATION PACK

Job Description

Main purpose of Role

To work under the guidance of senior staff to provide administrative, clerical, receptionist and financial support to the school.

Principal Accountabilities:

Purpose of role:	<p>As an apprentice you will be in a learning role that is structured to provide you with the essential hands-on experience needed to gain the relevant qualification. You will be working alongside experienced colleagues who will supervise your development and you will have a dedicated mentor to provide you with support and guidance throughout your apprenticeship.</p> <p>As an apprentice you will spend 20% of your working time engaged in your apprenticeship training which may consist of:</p> <ul style="list-style-type: none"> • Distance learning, webinars, online learning • Mandatory in-house training • Job shadowing, mentoring • Time spent researching, writing assessments/assignments <p>As an apprentice you will be expected to attend all necessary training activities as well as carry out your job duties as detailed below.</p> <p>PROFESSIONAL PRACTICE:</p> <ul style="list-style-type: none"> • Maintain, develop and apply professional knowledge to enable effective teaching and learning support. • Share such knowledge with colleagues to improve whole school effectiveness. • Promote positive values, attitudes, and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy. • Understand and apply the principles of good classroom management. • Understand and apply a range of appropriate support strategies. • Be conversant with the schools safeguarding policy and actively employ said policy in order to keep pupils across school safe. • Be aware of the Data Protection Act and other legislation to ensure confidentiality of records and information. <p>WHOLE SCHOOL ETHOS</p> <ul style="list-style-type: none"> • Where appropriate contribute to the formulation of school policies • Execute school policies
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	<ul style="list-style-type: none"> • Promote the wider aspirations of the school and MAT • Share in the visions and values of the school and MAT <p>The appointment is subject to the current conditions of employment for Teaching Assistants contained in the Guidelines of the Derbyshire County Council agreed framework and the Education Act (2002), with particular regard to the regulations made under section 133 and the statutory responsibilities of the Governing Bodies of schools, and any other current applicable legislation. The post-holder will comply with Health and Safety requirements and specifically will take reasonable care of him/herself and other persons who may be affected by his/her acts or omissions at work (Health and Safety at Work Act 1974), and other relevant employment legislation and school policies.</p>
<p>Key Apprenticeship accountabilities:</p>	<ul style="list-style-type: none"> • To undertake the specified apprenticeship to achieve a nationally recognised qualification. • To report for duty on time at work and college as detailed by both the employer and training provider. • To ensure students files are kept up to date. • To gather evidence as instructed by the training provider in order to compile a portfolio for the end point assessment. • To attend meetings and/or training as set out by the training provider throughout the apprenticeship.
<p>Core Responsibilities and duties:</p>	<p>Finance</p> <ul style="list-style-type: none"> • To assist in obtaining quotations for good and services • To good receipt goods on arrival • To maintain contract records <p>Premises & Assets</p> <ul style="list-style-type: none"> • To collate and maintain premises and asset records and produce reports. • To monitor the Parago ticketing system and liaise with admin support staff on outstanding issues. <p>HR</p> <ul style="list-style-type: none"> • To assist in maintaining HR records and produce reports, e.g training, staff surveys, ect. • To support the HR & Finance Officer to place vacancy adverts and help to administer the recruitment process. <p>General Administration</p>

	<ul style="list-style-type: none"> • To answer and direct phone calls and email enquiries. • To book and organise meetings. • To update the website. • To prepare and issue a range of communication and marketing information. • To liaise with a variety of colleagues and external contracts in order to gather and share information with the correct parties.
<p>Other General Requirements</p>	<ul style="list-style-type: none"> • Represent and promote the ethos and values of Esteem Multi-Academy Trust • To take and be accountable for all decisions made within the parameters of the job description • Participate with performance management and training and activities that contribute to personal and professional development • Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities & GDPR. • Provide a high standard of customer service in all dealings internal and external to the MAT

This Job Description is non-exhaustive and sets out the main expectations of the post holder. This Job Description can be altered with the agreement of the postholder and will be reviewed regularly. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

The MAT will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Person Specification

Criteria	Essential	Desirable
Education and Training	<ul style="list-style-type: none"> Grade C or above GCSE English (or equivalent). Grade C or above GCSE Maths (or equivalent). 	<ul style="list-style-type: none"> Full UK Driving Licence Level 3 First Aid at Work
Experience	<ul style="list-style-type: none"> Experience of working/supporting a team 	<ul style="list-style-type: none"> Successful experience of working with young people with behavioural needs.
Knowledge	<ul style="list-style-type: none"> Ability to follow processes and procedures in line with GDPR, Health and Safety, HR confidentiality, compliance, premises and IT. Good oral and written communication skills Good organisational skills A commitment to teamwork Able to form positive relationships Accuracy and attention to detail Time management and organisation IT skills 	<ul style="list-style-type: none"> Knowledge and use of Microsoft software and office 365 Ability to maintain accurate records
Personal qualities	<ul style="list-style-type: none"> Energy, optimism, initiative, flexibility and commitment Hard working Reliable Approachable Enjoy working with others 	
Equal Opportunities	<ul style="list-style-type: none"> Knowledge and awareness of equal opportunities policy and commitment to its implementation 	
Other	<ul style="list-style-type: none"> Suitable to work with children Committed to safeguarding and promoting the welfare 	

	<p>of children and young people on a daily basis.</p> <ul style="list-style-type: none"> • Commitment to raising standards of academic and personal achievement • Patient, tactful and approachable • Flexible approach to tasks and workload • Able to undertake a range of tasks as appropriate for the role 	
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