

## Job Description

**Job Title: Business Administration Apprentice**

**Reporting to: HR/Business Officer                      Grade: Apprentice**

### **Overall purpose of the post:**

Working closely with the Academy's Business Manager, HR/Business Officer and Personal Assistant to the Principal, the successful candidates will join a busy team, providing whole school administrative support.

### **Main duties and responsibilities:**

- Providing Reception cover at the start and end of the day, as well as lunchtimes. Meeting and greeting visitors to the academy, following the Academy's safeguarding procedures
- Answering incoming calls in a professional and helpful manner
- General administrative duties including typing correspondence both in email and letter format
- Inputting data into payroll, HR and student record systems; ensuring a high level of accuracy and maintaining confidentiality
- Maintaining both paper-based and electronic filing systems
- Extracting information from the academy's management information systems to manipulate and interpret data
- Supporting with mail shots; overseeing photocopying, letter packing and mail franking
- Administrative support to the Business Manager, HR/Business Officer and Personal Assistant to the Principal
- Assisting in the organisation of internal meetings, including room and catering bookings, preparing and distributing agendas and meeting papers as well taking accurate minutes, when required
- Resolving queries from internal and external stakeholders

### **Additional responsibilities:**

- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
- Respecting confidential issues linked to home/students/teacher/Academy work
- Fire Marshall duties in the case of Fire and/or Emergency Evacuation
- To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the Academy policies and procedures at all times
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

**Personal contacts:**

**External:** Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

**Internal:** Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.