

## Job Description

**Job title:** Apprentice Administration Assistant

**Grade/salary:** £5 per hour

**Working hours:** 37 hours per week, term time only

### Purpose of the role

To join our team to provide support throughout the academy. The successful candidate will be working with teams and students across the academy and incorporating the study and completion of the Level 3 Apprenticeship in Business Administration.

### Main duties and responsibilities

- To support the academy and the teams within it
- To prioritise tasks that support the development of students
- To facilitate the use of the Learning Resource Centre and manage its' books and resources
- To provide a range of administrative support
- To respond to routine correspondence and enquiries from staff, students, parents, suppliers and other stakeholders
- To assist with the organisation of meetings and events, ensuring that all necessary arrangements are made
- To deal with all communication effectively and courteously, in line with Trust policies and procedures
- To study towards and complete the Level 3 Apprenticeship in Business Administration
- To meet operational needs and ensure a high level of service
- To work within our policies and procedures
- To contribute to the provision of an effective environment for learning
- To support the promotion of positive relationships with parents and outside agencies
- To attend training and participate in personal and performance development as required

In addition to the accountabilities above, you may be required to undertake any of the duties normally associated with an Administration Assistant to support with your training and development.

## Person Specification

The following qualities are all deemed fundamental to the requirements of the post. The Trust will, therefore, be seeking evidence of these in the selection process, which will include the application, interview(s) and references.

The Trust is seeking to appoint highly skilled, dynamic, flexible and committed staff with the potential to help us realise our vision and strategic objectives. The appointing panel will, therefore, require sufficient evidence of ability and achievement in each of the following areas in order to make an appointment.

Category	Essential	Desirable	Evidence
<b>Qualifications</b>			
5 GCSE's at A – C including English & Maths		✓	Application form
Willing to undertake an Apprenticeship whilst working full time	✓		
<b>Experience, Knowledge &amp; Understanding</b>			
Computer literate with experience of Microsoft Office, email and internet	✓		Application form / Interview / Portfolio of work / References
Ability to work effectively and respond well under pressure	✓		
An understanding of the need to deal with all stakeholders sensitively and to keep information confidential	✓		
Experience of managing face to face communications with a variety of people		✓	
<b>Personal attributes and qualities</b>			
Good interpersonal and communication skills	✓		Interview
Able to take initiative/seek advice as appropriate	✓		
Flexible and willing to contribute to the success of the team	✓		
Well organised with the ability to work to tight timescales and demonstrate attention to detail	✓		
Ability to interact with different teams and age groups to support students and the academy	✓		
<b>Other</b>			
The post holder will be subject to an enhanced Disclosure & Barring Service check	✓		Pre-employment checks
Prior to confirming an appointment to the Trust, individuals are asked to complete a medical questionnaire in order that the Trusts Occupational Health provider can ascertain their medical fitness for the post	✓		
Able to travel to work at East Leake Academy	✓		