



Northumberland Church of England Academy Trust

JOB DESCRIPTION

JOB TITLE: Business Admin Apprentice
SALARY: National Minimum Apprentice Wage
RESPONSIBLE TO: Office Manager

Northumberland Church of England Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Trust will provide an environment in which the personal attributes, strengths and academic excellence of staff will enable the creation of opportunities for all to develop their potential to the full; creating confident, independent, versatile and successful adults, equipped with the skills and values to meet the challenges of a changing society and to provide the best possible educational foundation for life.

It is essential that the post holder actively supports the vision and ethos of the Northumberland Church of England Academy.

PURPOSE OF JOB:

The purpose of this role is to support the school reception with daily administrative tasks and help manage office issues/queries.

MAIN RESPONSIBILITIES:

- Provide general administration support, such as answering incoming calls and taking appropriate messages, dealing with emails and post, photocopying and scanning documents, greeting visitors and guests and distributing information to parents, staff and members of the public.
- Office portering as required, including deliveries and collections.
- Help facilitate in administrative duties in preparation for school events.
- Contribute to the overall ethos/work/aims of the school.
- Liaise with staff in other departments and with internal and external contacts.
- Use IT packages such as Microsoft Word, Excel and school MIS systems.
- Establish and maintain excellent relationships with pupils, parents and staff and other professionals at all times. Communicate effectively using methods such as text, email, and telephone.
- Ensure that the associated administration of any staff or pupil related activity or routine is completed accurately, and appropriately reported.
- Maintain confidentiality in all aspects of Student and staff information

The person undertaking this role is expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned. The duties of this post may vary from time

to time without changing the general character of the post or level of responsibility entailed. You may be required to carry out additional duties commensurate with the level of the role.



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PERSON SPECIFICATION

Person Specification: Business Admin Apprentice	Essential	Desirable
<p>Experience:</p> <ul style="list-style-type: none"> ● Relevant admin experience ● Experience of establishing and maintaining good working relationships with staff 	✓	✓
<p>Skills & Competencies:</p> <ul style="list-style-type: none"> ● Excellent ICT skills including Word and Excel ● Ability to work with adults (Colleagues, parents & visiting Professionals) and children. ● Ability to self-evaluate learning needs and actively seek learning opportunities. ● Ability to remain positive under challenging circumstances 	✓ ✓ ✓ ✓	
<p>Knowledge & Qualifications</p> <ul style="list-style-type: none"> ● 5 GCSE's A – C grade, or equivalent ● Ability to work well independently and as part of a larger team ● Excellent interpersonal skills ● Exceptional organisational skills ● Proactive and responsive 	✓ ✓ ✓ ✓ ✓	
<p>Physical, mental and emotional demands:</p> <ul style="list-style-type: none"> ● Commitment to helping provide a high quality service 	✓	

Other: <ul style="list-style-type: none">• Willingness to participate in training and development	✓	
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