

Job Description



Academy	St Regis
Position	Business Administration Apprentice
Salary	National Apprenticeship Wage
Contract	37hrs, term time only, temporary in line with apprenticeship
Responsible to	Leadership Support & Marketing Manager

All staff have a pivotal role to play in every student's spiritual, moral, social and cultural development. Through our mission to ensure that every student experience's life in all its fullness, we ensure that we support each student through the promotion of our Christian values. This mission and our values underpin the work of every member of staff in all of our academies.

The duties outlined in this job description will be reviewed with the post holder on an annual basis in line with the academy's performance management procedures. It may be modified by the Principal with the agreement of the post holder, to reflect or anticipate changes in the job commensurate with the salary and job title.

Statement of Purpose

To work under the direction and instruction of senior staff, to provide general clerical, administrative and financial support to the school.

Support to Pupils, Parents and the Community

- Undertake reception duties, answer routine telephone and face to face enquiries and sign in visitors.
- Assist with pupil welfare duties; liaise with parents/staff etc.
- Assist with arrangements for visits from relevant external bodies, e.g. school nurse, photographer etc.

Support to Organisation

- Provide routine clerical support, e.g. photocopying, filing, faxing, emailing and completing routine forms.
- Maintain manual and computerised records/management information systems and respond to queries.
- Undertake routine typing, word-processing on an ad hoc basis.
- Sort and distribute and record mail.
- Undertake routine administration, e.g. registers/school meals.
- Assist with arrangements for visits from external agencies.
- Operate office equipment e.g. photocopier, computer.
- Arrange orderly and secure storage of supplies.
- Undertake routine financial administration e.g. collect and record dinner money.
- Basic first aid.

Operational Responsibilities

- To support and uphold academy policies.
- Promote and safeguard the welfare of children and young persons you come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the academy.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.

- Participate in training and other learning activities and performance development as required.
- Assist with student needs as appropriate during the academy day.

Post holder signature	
Principal signature	
Date	

Person Specification

Essential Criteria	Measured by
Experience <ul style="list-style-type: none"> • General clerical/administrative work. 	Application form / interview
Qualifications/Training <ul style="list-style-type: none"> • Good numeracy and literacy skills. 	Application form / interview
Knowledge/Skills <ul style="list-style-type: none"> • Good understanding and ability to use relevant equipment/ technology. • Keyboard/ computer skills. • Ability to work constructively as part of a team. • Ability to relate well to children and to adults. • Good organising and prioritising skills. 	Application form / interview
Behavioural Attributes <ul style="list-style-type: none"> • Customer focused. • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. • Open, honest and an active listener. • Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. • Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Acts with pace and urgency being energetic, enthusiastic and decisive. • Communicates effectively. • Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills 	Application form / interview

Note 1: In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- *Motivation to work with children and young people.*
- *Ability to form and maintain appropriate relationships and personal boundaries with children and young people.*
- *Emotional resilience in working with challenging behaviours and*
- *Attitudes to use of authority and maintaining discipline.*