



## ABINGDON LEARNING TRUST

### JOB DESCRIPTION

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| <b>POST:</b>                  | Business Administration Apprentice (Level 3)   |
| <b>RESPONSIBLE TO:</b>        | Trust Head of HR   |
| <b>ACCOUNTABLE TO:</b>        | Trust Head of HR   |
| <b>APPRAISAL:</b>             | The post-holder will be subject to the Trust's annual performance appraisal process. |
| <b>APPRENTICESHIP SALARY:</b> | Minimum £8.00 per hour (actual rate dependent on age and statutory requirements)     |

#### I. JOB PURPOSE

We are looking for a motivated, enthusiastic and reliable individual to join our Trust team as a Business Administration Level 3 Apprentice. This is an excellent opportunity to gain a nationally recognised qualification alongside practical experience in a busy education setting. You will work closely with experienced administrative staff and learn how effective administration supports schools and the wider Trust.

The post holder will develop a broad range of business administration skills, including communication, customer service, IT and digital systems, record keeping, document production, organisation, problem solving, compliance, stakeholder support and small-scale process improvement. Duties will be carried out under appropriate supervision, with responsibility increasing as knowledge, confidence and competence develop.

#### The apprenticeship programme

- The apprentice will be enrolled on the Business Administrator Level 3 Apprenticeship Standard with a designated training provider.
- The programme will include a combination of workplace learning, formal training, college/provider attendance, workplace assessment visits and off-the-job training.
- The apprentice will be supported to complete the required off-the-job training during working hours, in line with apprenticeship funding rules and provider expectations.
- The apprentice will maintain a learning log and gather workplace evidence for the apprenticeship portfolio, with support from the line manager and training provider.
- At the end of the programme, the apprentice will complete End Point Assessment

## **2. ORGANISATIONAL STRUCTURE**

As per staffing structure.

## **3. KEY RESPONSIBILITIES AND TASKS**

### **General administration**

- Provide day-to-day administrative and clerical support, including filing, photocopying, scanning, data entry, document preparation and routine correspondence.
- Maintain accurate records and handle information confidentially at all times.
- Support the smooth running of office systems, routines and shared administrative processes.
- Produce accurate documents, emails, letters, forms, trackers and other routine materials using approved templates and Trust standards.

### **Communication and customer service**

- Act as a professional first point of contact for the Trust, responding appropriately to visitors, callers and email enquiries.
- Help manage telephone enquiries and general email inboxes, escalating matters where needed.
- Welcome visitors in a polite, helpful and professional manner, following safeguarding and signing-in procedures.
- Communicate clearly and appropriately with pupils, parents/carers, staff, central team colleagues, governors, suppliers, training providers and other stakeholders.

### **Record keeping, compliance and policies**

- Support the maintenance of accurate records in line with Trust procedures.
- Handle confidential information appropriately and comply with data protection requirements, including UK GDPR.
- Follow relevant Trust policies, including safeguarding, health and safety, equality, confidentiality and acceptable use of IT.
- Complete required mandatory training and apply learning appropriately in day-to-day work.

### **IT, digital systems and data**

- Use Microsoft 365 and relevant Trust systems to create, update and maintain documents, spreadsheets, trackers, databases and shared files.
- Support simple data checking, reporting and analysis, for example training records, recruitment trackers, meeting action logs, attendance lists, resource records or office monitoring documents.
- Maintain electronic and paper filing systems so that information is accurate, accessible and stored securely.
- Develop confidence in choosing appropriate IT tools for different administrative tasks, with support and guidance.

### **Finance and resources (with support)**

- Assist with basic financial administration processes under supervision, such as checking information, preparing routine records, supporting purchase order or invoice processes where appropriate, and maintaining audit-ready records.
- Monitor and help order office supplies and resources so the office remains well-equipped.
- Support good use of resources by keeping records up to date and reporting issues promptly.

### **Meetings and events**

- Assist with preparation for meetings, including agendas, papers, room set-up, attendance lists and follow-up actions.
- Take notes or minutes at appropriate meetings, with support and guidance, and maintain action logs where required.
- Support the organisation of Trust events such as presentation events, staff briefings, training sessions or recruitment activity.

### **Business improvement and project support**

- Support small administrative improvement projects, such as reviewing office routines, improving templates, updating trackers, streamlining filing systems or supporting more consistent Trust processes.
- Help identify practical improvements to administrative systems and share suggestions with the line manager.
- Support the planning, monitoring and completion of small projects, including keeping notes, updating action logs and tracking progress.

### **HR administration support**

- Input data into HR systems accurately and confidentially under supervision.
- Support with HR administration tasks such as organising electronic and paper records, preparing routine documents and maintaining staff records in line with GDPR and Trust procedures.
- Assist with organising HR-related meetings, training arrangements and routine staff communications as directed by the office team.

### **Promoting the Trust as an Employer of Choice**

- Support recruitment activity by helping to keep recruitment materials accurate and well-presented, such as posters, information packs and vacancy communications, using approved templates.
- Assist with positive, professional marketing of the Trust as an Employer of Choice by contributing to agreed communications, for example drafting or formatting content for review and approval.
- Help ensure candidate-facing information is clear, welcoming, accurate and consistent with Trust expectations.

### **RESPONSIBILITIES**

- 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 and support diversity in the workplace and ensure equal opportunities for all



- Contribute to the overall ethos/work/aims of the central team
- Appreciate and support the role of other professionals, both within the central team and in the schools
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required.

#### **4. JOB CONTEXT**

The jobholder reports directly to the Trust Head of HR and is part of the Central Team. He/she will be empowered to make and take decisions related to his/her accountabilities and responsibilities. Whilst there will be freedom to act he/she should operate within the parameters as agreed by the Trust Head of HR.

#### **5. CONTACT WITH OTHERS**

To include:

- Trust Executive Team
- Staff in Central Team
- Headteachers within Trust
- School staff with the Abingdon Learning Trust
- Visitors from other schools, agencies and organisations

#### **6. MOBILITY CLAUSE**

Your contract of employment is directly with The Abingdon Learning Trust. Your place of work will be within the Central Office at Abingdon Learning Trust, Hendred Way, Abingdon, OX14 2AW however you may be requested to work in any of the current schools in the Trust and carry out those duties that may be reasonably required in relation to such deployment.

#### **Status of this Job Description:**

This Job Description is provided as guidance regarding the Academy's professional expectations of you in accordance with your contract of employment.

This Job Description is not your contract of employment and cannot in anyway remove your statutory rights.

This job description will be reviewed at least annually as part of the Appraisal process.

Signed: (employee):

Signed: (on behalf of the Academy):

Date: