



Administrative Apprentice Job Description

Working week: Monday – Friday

Hours: 8.00am- 4:00pm (term time only)

Start date: As soon as possible

Pay (year-one): £16,032.36 FTE based on 52.143 weeks per year

Pay (year-two): £NLW

Brief Description

Robert Smyth Academy is looking for a new member of the team to support the Administrative Team with the day-to-day management of administrative work, information systems and communication around the academy.

The successful applicant will:

Work to high standards in ensuring a good quality of preparation and organisation

Maintain and promote the ethos of the academy

Be enthusiastic and have good communication and organisational skills

Have flexibility in their approach to work – willing to learn

Possess an understanding and interest in administrative work

Detailed Job Role – Administrative Apprentice

- To help all students and parents with any enquiries/problems they may have via email/telephone
- Assist with school communications
- Send letters/emails to parents as required
- Assist with attendance management procedures
- Assist with the administration of extra-curricular activities attendance
- Assist with all school visitors
- Organise coach quotes and bookings for PE fixtures
- Administer the bookings for the school minibus including external hiring
- Administration support to set up trips/residentials (including Duke of Edinburgh) including correspondence, payment set up, information gathering (consents, medical information, Emergency contacts)
- Co-ordinate the documentation for Primary school outreach work as requested
- Sending out invitations to local primary schools
- Recording lates/detentions/isolations, sending home relevant paperwork and contacting home
- Design certificates for rewarding student achievement and progress
- Design posters, tickets and invitations for school events
- Assist parents in the booking of Parent's Evenings, monitor uptake, arrange bookings for PP students.
- Inputting & maintaining student information on school systems
- Admin support for SLT, SENco and the PA
- Provide parent/student support for the school homework system
- To administer basic first aid to students and staff
- Coordinate and provide admin support to support the wider team
- Any other duties as directed by the Principal