

Job Description

Apprentice Administration Assistant

Cidari Multi Academy Trust
St George's School - A Church of England Academy
Salary: Apprentice Pay
Reporting to: School Administration Manager
Deployed by: Headteacher

Prepared by:	Louise Gregson	Approved by:	Matt McIver
Prepared on:	8 th April 2025	Approved on:	25 th April 2025
Reviewed by HR:	Laura Wright-Dixon	Permitted use:	St George's School
Reviewed on:	24 th April 2025	Applicable Terms	The Green Book

The appointment is subject to the conditions of service for support staff employed by Cidari Multi Academy Trust, which are based on the National Joint Council (NJC) for Local Government Services (Green Book), along with any locally agreed variations, and all relevant employment legislation. In carrying out their duties, all staff are expected to consult, where appropriate, with the Trust, the Local Authority, the Diocesan Authority, the Local Governing Committee, colleagues, pupils, and parents.

A. The Core Purpose of the Apprentice Administration Assistant

The core purpose of the apprentice administration assistant is to provide general clerical or administrative support to the school under the direction or instruction of senior staff. You will be part of a team responsible for acting as the first point of contact for parents, carers, pupils, and external visitors to the school. You will assist the team with efficient and effective administration support to the smooth running of the school office and school operations. This apprenticeship will provide training for the successful candidate to achieve an NVQ Level 3 in Business Administration. The role would suit someone who enjoys a variety of work, problem solving and an ability to use their own initiative. It is essential that the successful candidate has a high level of communication and organisational skills.

B. Duties and Responsibilities

- Provide administrative support, following instructions or set routines e.g. photocopying, filing, emailing, completion of routine forms.
- Update manual and computerised records/management information systems.





- Exchange of information with other school staff and teachers, senior leadership team, pupils, parents / carers, suppliers.
- Maintain confidentiality and adhere to safeguarding procedures
- Undertake reception duties, act as first point of contact in response to telephone and face-to-face enquiries, sign in visitors
- Open, sort and distribute incoming mail and post outgoing mail
- Assist with arrangements for visits, for example by school nurse, photographer
- Assist with the ordering and storage of supplies under direction.
- May handle small amounts of cash (e.g. stationery shop monies, donations).

You will be regularly supervised and supported and will be expected to complete your qualification in the time specified (level 3 apprenticeship framework qualification). The role is based 5 days per week on site, with time being allocated on the job for completing the apprenticeship coursework.

Working Hours: 37 hours per week, 8am - 4pm daily (8am - 3:30pm on a Friday). Please note that the role is term time only.

The successful applicant will be required to safeguard and promote the welfare of children and young people and must demonstrate a clear commitment to this at all times. The Apprentice Administration Assistant is expected to work in line with academy and Trust safeguarding policies and procedures and support a culture of vigilance, ensuring that all pupils feel safe, respected and valued.

This job description forms part of the contract of employment for the appointed individual. It reflects the role as it stands at the present time and may be reviewed in consultation with the postholder in the future. The appointment is subject to the current conditions of employment relevant to the post, along with any other applicable legislation and guidance.