

## **Apprentice Business Administrator (Attendance) Job Description**

**Responsible to:** Line Manager  
**Grade:** RMET Apprenticeship Rate

### **Main Purpose:**

The Apprentice Business Administrator is the first point of contact for visitors to the school, supporting the office team through effective delivery of reception and administrative services, ensuring all stakeholders' needs are met, both internally and externally. To promote the Trust in a positive manner at all times to staff, pupils and visitors.

### **Key Responsibilities:**

- Support with daily attendance registers, helping to ensure they are accurate and complete, and follow up with staff members about any incomplete data
- Support with following up on any unexplained absences with parents/carers, escalating issues as appropriate in line with school and Trust procedures
- Support with the administration of absence procedures using the Trust graduated approach, for example letters home, attendance clinics and engagement with local authorities/other external agencies and partners
- Support with maintaining accurate records of communications with parents/carers and relevant interventions
- Gain knowledge of the school's MIS and other relevant systems
- Be professional, courteous and effective at all times;
- Ensure the office area is maintained at all times to a high standard;
- Undertake the specific areas of responsibility, as allocated by the Line Manager;
- Assist other departments with various administrative tasks including photocopying, scanning, shredding and filing when directed to do so;

### **Administration**

- To coordinate electronic diaries and manage meeting room bookings if required;
- Assist with various administrative tasks including photocopying and scanning, shredding and filing;
- Provide support to the Attendance Officer including producing and interpreting reports, tracking attendance and using CPOMS when required;
- Oversee relevant mailboxes to ensure that all necessary communications are responded to by the relevant members of staff in a timely manner.

### **Other duties**

- Maintain confidential and comprehensive records of all work undertaken;
- Study towards a Level 3 qualification in Business Administration;
- Comply with Health and Safety Regulations.

**The above list is indicative and not exhaustive. The post holder is expected to carry out all such additional duties as are reasonably commensurate with the role.**

This job description is not exhaustive and subject to review by the People Services Manager in consultation with the post holder as appropriate to the changing needs of the Academy, or anticipates changes in the job commensurate with the grade and job title.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The Trust will endeavour to make any necessary reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.

**Signed**.....**Date**.....

**Employee**

**Signed** ..... **Date** .....

**CEO**

## Business Administration Apprenticeship Person Specification

	<b>Essential</b>	<b>Desirable</b>
Qualification/Experience:	<ul style="list-style-type: none"> <li>• Studied to a minimum standard of GCSE (grade A*–C) or equivalent, in English and mathematics;</li> <li>• Confident IT skills (Microsoft Office and related systems).</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within an admin or education setting.</li> </ul>
Knowledge/Skills:	<ul style="list-style-type: none"> <li>• Excellent verbal and written communication skills;</li> <li>• Ability to work both independently and collaboratively;</li> <li>• Ability to prioritise own workload</li> </ul>	
Personal Qualities:	<ul style="list-style-type: none"> <li>• Professional manner;</li> <li>• Positive work ethic and willingness to learn;</li> <li>• Excellent attendance and time keeping record;</li> <li>• Desire to enhance and develop skills and knowledge through CPD;</li> <li>• Commitment to the highest standards of child protection</li> <li>• Recognition of the importance of personal responsibility for health and safety;</li> <li>• Commitment to the Trust school's ethos, aims and its whole community.</li> </ul>	