

JOB DESCRIPTION

TITLE	Business Administrator Apprentice
WORKING HOURS	3 days only \ 21 hours
DEPARTMENT	Administration
DIVISION	Parklea Primary School
RESPONSIBLE TO	Business Manager
GRADE	Apprentice

This role is an apprenticeship role which follows the [Level 3 Business administrator apprenticeship standard \(ST0070\)](#).

The successful candidate will undertake a 2-year apprenticeship programme. The post will be offered as a 2-year fixed term contract. The role includes a minimum of 348 hours of off the job training, equating to approximately 20% protected learning time in line with apprenticeship requirements.

THE APPRENTICE WILL:

- Develop the knowledge, skills and behaviours outlined in the apprenticeship standard
- Work with an approved training provider and a workplace mentor
- Build a portfolio of evidence
- Complete an End Point Assessment (EPA)

PURPOSE OF POST:

An opportunity exists for an enthusiastic and dedicated person to join our busy team within the administration department. This is an ideal opportunity for you to experience a wide range of administrative opportunities.

The post holder will work towards achieving a recognised Level 3 Business administrator qualification whilst gaining practical experience in a school environment.

PRINCIPAL RESPONSIBILITIES

We are looking for someone who is co-operative and flexible and meets challenges with enthusiasm and confidence. You will be organised, able to plan ahead, be adept at managing demanding deadlines under pressure and have strong word processing and attention to detail skills. A good team player who uses their own initiative and innovation to help us improve our systems and processes would be an asset.

Duties will include:

- Preparation of paperwork to send to internal and external organisations

- Maintaining various administration and financial databases, to enable monitoring of pupil data, achievement records, workloads, referrals to third parties and performance information
- Receive phone calls, e-mails and other correspondence
- Welcoming visitors
- Dealing with queries and directing to correct department or service
- Undertake word processing of school correspondence, policies, procedures and documents to support the Headteacher and teaching staff of the school, ensuring that deadlines are met and confidentiality maintained at all times.
- Support class teachers with photocopying, organisation of resources, and other administrative requirements
- Arrange and typing up minutes and preparing agendas and sending meeting invites
- Provide cover, as requested in the medical room, contacting parents in the event of injury, sickness, administering basic first aid and maintaining all necessary records.
- Receiving and collating information generated through the department
- General office duties, e.g. filing, printing, photocopying, incoming and outgoing post
- Telephone responsibility as and when required
- Additional duties as and when required

PERSON SPECIFICATION (SUMMARY)

- The ideal candidate will:
- Be enthusiastic and committed to developing a career in business administration
- Demonstrate strong communication skills, both written and verbal
- Be organised, with the ability to manage time and prioritise tasks
- Show attention to detail and a proactive approach to problem solving
- Be able to work both independently and as part of a team
- Maintain confidentiality and demonstrate a professional attitude at all times

ELIGIBILITY CRITERIA

Applicants must:

- Have English and maths GCSEs at grade 4 (C) or above, or be willing to work towards these
- Have the right to work in the UK
- Have lived in the EEA, Switzerland, Gibraltar or the UK for at least the previous three years prior to the start of the apprenticeship
- Not be in full time education at the point of enrolment
- Undertake an enhanced DBS check
- Need to have completed first aid training

Full training will be provided.

CONTEXT & PROGRESSION

Parklea Primary School is a large primary school proud to serve a diverse and thriving local community. Managing a school of this size requires a dynamic, organised, and efficient administrative team. We are looking for a part-time Apprentice Business Clerical Assistant to join us for 3 days a week to support our busy school office and help us deliver excellent service to our families and staff. Working part-time allows you to balance hands-on, practical experience with your apprenticeship studies. You will start by learning the foundations of school administration—from safeguarding protocols to front-of-house service. Over time, your responsibilities will expand,

allowing you to take ownership of specific clerical duties and develop highly transferable business administration skills.

Person Specification: Business Administrator Apprentice

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E): without which candidate would be rejected

Desirable (D): useful for choosing between two good candidates

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the essential and desirable criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Experience of effective teamwork	1, 2	Experience working in an office environment	1, 2
	Experience of working on own initiative	1,2		

Skills and Abilities	<p>Good interpersonal skills. Ability to communicate effectively with people at all levels in a courteous and tactful manner.</p> <p>Good written communication skills: ability to draft emails and reports with a good standard of spelling and grammar.</p> <p>Ability to organise and prioritise work</p> <p>Able to effectively use various IT systems</p> <p>Able to follow and work within procedures and guidelines.</p> <p>Able to deal helpfully, politely and tactfully with colleagues, parents, pupils and senior management.</p> <p>Able to check information and maintain accurate records.</p>	<p>1, 2</p> <p>1, 2, 5</p> <p>1,2</p> <p>1,2</p>		
Equality Issues	<p>Knowledge of equality issues</p>	<p>1,2</p>	<p>Able to recognise common forms of discrimination and to report this if detected</p>	<p>2</p>
Specialist Knowledge	<p>Understand the organisation's internal policies and key business policies relating to sector.</p>	<p>1,2</p>		

Education and Training	Able to commit to relevant apprenticeship training Willingness to work towards, or already have Functional Skills L2, GCSE grades C/4 or above in English and Maths or equivalent. Functional Skills Level 1 required. First Aid Training	1,2,4		
Other Requirements	Willing to adjust at short notice, the tasks and activities undertaken to meet the changing demands and priorities during work periods. Willing to complete First Aid Training Willing to assist with intimate care			

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that **Luton Borough Council's** and Parklea's policies are reflected in all aspects of their work in particular those relating to:

- (i) Equal Opportunities
 - (ii) Health and Safety
 - (iii) Data Protection Act (2018) & General Data Protection Regulations (2018)
- Safeguarding