



St Gabriel

the Archangel

Catholic Multi-Academy Trust

Apprentice - Academy Administration/First Aid

Job Description

*Forming Christ-centred pilgrims of hope, with kind hearts,
questioning minds, a thirst for knowledge and a hunger for justice.*

St Gabriel the Archangel Catholic Multi-Academy Trust

Introduction

You will develop the skill set through the apprenticeship programme to provide a professional and efficient service to members of the academy community across areas including general administration support, student attendance, reception, data, first aid, and pastoral in line with academy policy and procedures. Compliance with Data Protection and confidentiality is mandatory at all times.

Key Responsibilities

Administration and Data

You will provide support to cover a range of administrative duties across Business Support, and whilst not exhaustive, this may include supporting with:

- the production of information for the academy's website and social media
- the production of booklets, letters, certificates and prospectus information
- the production of student reports, behaviour and detention reports
- maintaining accurate calendar information i.e. exams, school trips/visits/medical
- Data entry and retrieval of information using school systems ie. Arbor Reception

You will cover a range of reception duties, and whilst not exhaustive, this may include supporting with:

- providing cover for Student Services/Visitor Reception during core hours of the Academy opening
- communicating through various methods including telephone, email, social media and walkie-talkies
- ensuring professional and supportive advice to all pupil/student enquiries in accordance with the Academy safeguarding procedures
- recording pupils arriving or leaving outside of the core Academy hours effectively reporting lateness in line with the attendance policy
- liaise and assist with Academy appointments arranged with external professional agencies and arrange the collection of pupils

Pastoral

- Provide administrative support to key staff to promote positive attitudes by students and families towards education and excellent attendance to make sure that parents/carers are made fully aware of their statutory responsibility
- To support first aid cases as appropriate in busy periods or in the absence of the main first aider

General

- To attend relevant meetings and courses to update areas of job role
- To undertake such other duties as may be determined from time to time within the general scope of the post.

In addition to the ability to perform the duties of the post, issues relating to Safeguarding and promoting the welfare of children will need to be demonstrated

these will include:

- Motivation to work with children and young people.

- Adopt and promote the “Don’t Walk On By” policy and comply with all
- safeguarding requirements
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Emotional resilience in working with challenging behaviours
- Attitudes to the use of authority and maintaining discipline.

Safeguarding Commitment

St Gabriel the Archangel Catholic Multi-Academy Trust is fully committed to safeguarding and promoting the welfare of children and young people. The Trust expects all staff and volunteers to share this commitment and comply with safer recruitment procedures, including an enhanced DBS check and Children’s Barring List check.

Signature of the post holder	
Date	

Person Specification

Key Area	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• 5 GCSE's including English and Maths (minimum Grade 4 or functional skills equivalent through the apprenticeship process)• ICT qualification	<ul style="list-style-type: none">• Willingness to undertake first aid training qualification.
Experience and Skills	<ul style="list-style-type: none">• Excellent administration, organisation and planning skills• Ability to relate well to young people and to adults.• Knowledge for developing and implementing a range of administrative procedures• Significant use of IT systems and Microsoft packages• Good interpersonal and communication skills including tact, diplomacy, a high degree of confidentiality, discretion, attention to detail• Awareness of appropriate policies within a school i.e. Safeguarding etc.	<ul style="list-style-type: none">• Working with young people• Experience of basic first aid

	<ul style="list-style-type: none"> ● Understanding of issues linked to confidentiality 	
<p>Other attributes</p>	<ul style="list-style-type: none"> ● Builds personal relationships with stakeholders, through regular contact and consultation ● Values the diversity of individuals, adaptable approach to meet individual needs and effectively utilise the diversity of team members ● Works with others to resolve differences of opinion and resolve conflict ● Requires minimum supervision ● Takes quick and effective action ● Ability to keep calm at all times, even under pressure ● Of smart, personable appearance ● Demonstrates focused implementation of role and responsibilities ● Is accountable for own development and encourages the ownership of development needs amongst team members ● Ability to work as part of a team 	