



Job Description: Business and HR Apprentice

Assistant Responsible to: Office Manager / HR Manager

Salary grade: £20,974 (Salary National Living Wage, according to age)

Purpose of your job

To carry out a range of administrative tasks to support the School Business Manager, HR Manager and Office Manager to ensure the smooth running of the school office and departments.

Main Areas of Responsibility

- To provide administrative support to the School Business Manager (and those departments reporting to them) and HR admin support to the HR Manager
- To provide administrative support to the Office Manager, including reception cover, and attendance
- Input data to update and maintain databases, including Arbor and SAMPeople (our MIS)
- Oversee the School's Policies ensuring a consistent House Style and formatting liaising with our Governance Professional and School Business Manager.
- Uploading of Policies to the website.
- Working with our Website and Social Media Manager to ensure the website is kept up to date at all times.
- To provide administrative support to the Duke of Edinburgh team.
- Respond to telephone calls from parents and from staff
- Drafting letters/emails to parents/carers
- Maintenance and archiving of computerised data and manual filing systems
- To undertake morning break and/or lunch duties, supervising students in and around the school premises
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with
- To ensure all tasks are carried out with due regard to Health and Safety
- Comply with the requirements of GDPR and ensure confidentiality is maintained
- To adhere to the school policy on equality and diversity
- To undertake appropriate professional development including adhering to the principle of performance management
- Attendance at appropriate staff meetings, open days/evenings which may be outside of the core hours of the job
- Assisting with and assigning of training through various platforms
- Processing of recruitment checks
- Assisting with scheduling of recruitment during interview processes
- Assisting with interview days supporting panels and escorting of candidates

The duties and responsibilities listed above, describe the post as it is at present. The post holder is expected to accept any reasonable alterations (or requests from line management) that may from time to time be necessary. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.



Person Specification Administration Assistant

Criteria	Essential	Desirable
Qualifications	English and Maths GCSE at A*-C (9-4) Good standard of literacy and numeracy	A levels or equivalent
Experience	Commitment to ongoing professional development and training	Experience in developing systems and procedures to ensure smooth operation of the school Experience of working in a similar working environment Previous experience of working with the public Previous HR admin experience
Knowledge	Microsoft Office, including Excel, Google suite	Experience of First Aid or willingness to undertake training
Personal Attributes	Excellent communication and interpersonal skills Able to work in a team Able to show initiative Able to manage own time effectively and demonstrate initiative including establishing priorities Able to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests Able to adhere to the school's policies and procedures and most importantly the equal opportunities policy, child protection policy and all health & safety related policies Able to maintain confidentiality Able to work with minimum supervision Commitment to safeguarding and promoting the welfare of children	Commitment to personal development