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**Hartside Primary and Nursery School**

**Job Description – Business Administration Apprentice**

**Job Title:** Business Administration Apprentice

**Salary Scale:**

**Responsible to:** School Business Manager and Head Teacher

**Job Purpose:**

The Apprentice will provide secretarial and administrative support to the Headteacher and School Business Manager in the smooth and efficient running of the school.

**Duties:**

**Secretarial and Administrative**

Under the direction of the School Business Manager, the Apprentice will support all aspects of the day-to-day organisation and maintenance of the school office and its procedures. This will include:

* 1. Preparing, copying and distributing letters, reports, newsletter, etc
	2. Using a PC;
	3. Recording of all out-going mail;
	4. Arranging appointments and maintaining diaries;
	5. Receiving and handling telephone enquiries, dealing with queries and providing general information about the school;
	6. Acting as first point of contact for visitors and creating a pleasant reception area;
	7. Maintaining pupil records and assisting in the completing of returns to the LEA, DfES and others, as appropriate;
	8. Helping in compiling documents, including the School Development Plan, School Prospectus, Newsletters etc;

**Finance**

1. Undertaking routine financial administration – collecting, recording and banking of dinner money, School Trip money and School Fund money;
2. Processing milk returns;

**Resources:**

1. Operating relevant equipment / ICT packages, eg Excel, databases etc;
2. Providing general advice to staff, pupils and others.

**Responsibilities:**

1. Being aware of and complying with policies and procedures relating to Child Protection, Health & Safety, security , confidentiality and data protection,
2. Reporting all concerns to the Headteacher/SBM;
3. Contributing to the overall ethos / work / aims of the school;
4. Attending and participating in relevant meetings as required;
5. Reviewing and developing their own professional practice.

**Accountability:**

School Business Manager and Headteacher

* This job description may be amended at anytime, according to the changing priorities of the school as identified within the school‛s strategic plan and in consultation with the post holder.

Review Date:…………………………………………………………

Headteacher:…………………………………………………………

Member of staff:……………………………………………………………………..