

# Business Administration Apprenticeship

Beacon Hill School

## Brief overview of the role

This apprenticeship will support the smooth running of the school by helping with accounts, purchasing and reception desk duties.

## Closing date

23 Oct 2016

## Apprenticeship summary

### Working week

35 hours, between 8am and 6pm Mon-Fri, Term Time

Total hours per week: 35.00

### Weekly wage

£119.00

Wages explained

The current National Minimum Wage for an apprentice is £3.40 an hour. This rate applies to apprentices under 19 and those aged 19 or over who are in their first year.

Apprentices must be paid at least the minimum wage rate for their age if they are aged 19 or over and have completed their first year.

The minimum wage rates are £5.55 an hour for 18-20 year olds and £6.95 for anyone aged 21 and over.

Apprentices are paid for their normal working hours and training that's part of their apprenticeship (usually one day per week).

### Expected apprenticeship duration

18 months

### Possible start date

07 Nov 2016

### Apprenticeship level

Intermediate Level Apprenticeship

### Positions

1 available

### Vacancy description

Key Responsibilities:

#### Accounts

- Separating and preparing invoices for posting.
- Matching invoices and delivery notes.
- Chasing copy invoices.
- Preparing post & franking for daily dispatch.
- Distribution of Post

#### Purchasing

- Data Entry into spreadsheets (in excel or word).
- Check purchase order against deliveries.

#### Reception Desk

- General Reception Duties – including answering telephones and welcoming visitors.
- Ensure Safeguarding procedures and policies are adhered to
- Maintaining Meeting Room schedule and Stationery Cupboard.

#### Miscellaneous Duties

- General Office filing.
- Support with preparation of documents for Headteacher and Governor meetings
- Photocopying / faxing
- Check registers for school meal numbers and record on 'Pebble' Tablet

## Requirements and prospects

### Desired skills

- GCSE Mathematics and English Language (grade C and above).
- Computer literate.
- Some non-academic work/voluntary experience, gained through extra-curricular activities, part time work or voluntary work (desirable but not essential).

## **Personal qualities**

Personal qualities:

- Strong interpersonal, communication and listening skills, including good telephone manner.
- Willingness to learn and demonstrable commitment to their own future development.
- Responsible attitude and reliability.
- Strong work ethic and hands-on approach.
- Enthusiasm and sense of fun.
- 'Can do' attitude and willingness to work with others to find solutions to problems.
- Creative, innovative and full of ideas.
- Self-motivated.
- Team player.

## **Qualifications required**

GCSE Mathematics and English Language (grade C and above) or equivalent.

## **Future prospects**

On going training

## **Things to consider**

DBS Check required

## **Questions for candidates**

### **First question**

Why do you want to work in a school office?

### **Second question**

What skills do you think you can bring to the role?

## **About the employer**

### **Employer**

Beacon Hill School

### **Description**

Beacon Hill works to meet the needs of a range of young people with learning difficulties in a variety of different ways. Primarily we are a school for young people with severe learning difficulties and profound multiple learning difficulties aged two to nineteen.

### **Website**

<http://www.beaconhill.n-tyneside.sch.uk/home/>

### **Address**

Rising Sun Cottages  
Wallsend  
Tyne and Wear  
NE28 9JW

## **Training provider**

### **Training to be provided**

Functional Skills in English, Mathematics and ICT (If necessary), an NVQ at the same level as the apprenticeship framework and a Technical Certificate at the same level as the apprenticeship framework. On the job training delivered in-house, off the job training at the Training Providers premises to be delivered on day or block release as determined at interview. All training to be done during contracted hours.

### **Apprenticeship framework**

Business and Administration