

## NEW COLLEGE DURHAM ACADEMIES TRUST



### JOB DESCRIPTION

**POST:** Business Administration Apprentice

**RESPONSIBLE TO:** Senior Administration Officer

**GRADE/LEVEL:** Apprenticeship wage

**CORE PURPOSE:** To assist in the provision of an administration Service to the Academy whilst developing the skills needed to achieve Level 2 Business Administration. This role has the potential to progress to Level 3 Business Administration and beyond for the right candidate. The role is based in the Administration Department and will cover a wide variety of tasks such as Marketing, reprographics, administration and finance.

**JOB DESCRIPTION:** The job description will be reviewed regularly to reflect, or anticipate changes to, the job commensurate with the salary and areas of responsibility.

### Working within the Corporate Services Directorate the post holder will:

- Support the implementation of the Academy's vision and values
- Ensure that the Academy policies are promoted and adhered to
- Contribute in the Academy to developing a learning culture with high expectations in a safe and secure learning environment
- Foster effective relationships with parents/carers and students in the Academy

### SPECIFIC RESPONSIBILITIES

Completion of administrative duties within the corporate services team. These can include some or all of the following:

#### Business administration duties, to include:

- Ensure all visitors entering the Academy follow safeguarding procedures & policy
- Establish constructive relationships and communicate with other agencies/professionals
- Assist with marketing and promotion of the Academy
- Contribute to the planning, development and organisation of support service systems/procedures/policies
- Manage manual and computerised record/information systems
- Respond to all telephone calls & enquiries in a polite, professional manner and relay information to appropriate staff and students when expected to do so
- Record & sign on receipt for deliveries to the Academy and arrange for distribution
- Maintain & update Academy staff & student data as required
- To meet the demands of qualification requirements and work with the training provider to ensure qualification is obtained within set timescales.
- Attend college/training provider as and when required.
- Meet deadlines of college/training provider.
- Word processing where directed by the Senior Admin Officer
- Reprographics duties as directed by the Senior Admin Officer
- Routine Administrative tasks as directed by the Senior Admin Officer
- Finance duties as directed by the Senior Admin Officer
- Provide administration assistance to the SLT as required
- Operate room booking systems

- Develop positive relationships with students, staff and Academy stakeholders
- Assist with the sale and administration of student uniforms
- Reception cover duties as directed by the Senior Admin Officer
- Distribute & collect internal & external post as required by the Senior Admin Officer
- To undertake filing, photocopying, collation of information and general clerical work on behalf of the Admin department.
- To undertake standard word-processing, presentation work, spreadsheet work and database input as required.
- To keep up to date with the school's requirements (policies and procedures).
- Liaise with line manager for additional duties required.
- Ensure both manager and work are informed if unable to attend college.
- To be committed to safeguarding and promoting the welfare of children and young people.
- To comply with Health and Safety requirements

### Developing Self and Working with Others

- Take part in an annual staff performance review with line manger
- To create and maintain good working relationships among all members of the Academy community
- To promote appropriate personal and professional development of all staff in the Directorate, providing an example through their own development and practice
- To set an example to students in work ethic, conduct, dress code, punctuality and attendance

<b>Name of Post Holder:</b>	<b>Signature of Post Holder:</b>	<b>Date:</b>

### PERSON SPECIFICATION – BUSINESS ADMINISTRATION APPRENTICE

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• 3 A Levels or equivalent <b>Desirable</b></li> <li>• 5 GCSEs (or equivalent) grades A* (9) – C (4), including Maths &amp; English</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent communication and organisational skills</li> <li>• The ability to apply the principles of confidentiality and work within a highly confidential framework</li> <li>• To deal effectively by telephone, email and in person with a wide range of people</li> <li>• To use ICT effectively with the ability to develop ICT skills.</li> <li>• Good knowledge of using Microsoft Word, Excel and Outlook</li> <li>• Ability to work to deadlines and prioritise accordingly</li> </ul>
<b>Attributes and Qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to continuous professional development/willing to work towards Business Administration Level 2/3 qualification</li> <li>• An interest in working within education.</li> <li>• Strong motivation and commitment to learn all aspects of the role and acquire new skills</li> <li>• Team Player</li> <li>• Self-motivated, well organised and able to work on initiative</li> <li>• Excellent interpersonal skills with a proven ability to build effective working relationships with colleagues and other key stakeholders</li> <li>• Flexible approach to duties and working arrangements</li> <li>• A commitment to working as part of the whole school team and supporting the vision and aims of the school</li> </ul>