|  |  |  |
| --- | --- | --- |
|  | **POST TITLE:** | Business Admin Apprentice |
| 1. **2.** | **POST NUMBER:** |  |
| 1. **3.** | **GRADE:** | Apprentice |
|  | **LOCATION:** | West Rainton Primary School |

1. **RELEVANT TO THIS POST:**

**Flexible Working:** Subject to service needs the council’s flexible working policy is applicable to this post

1. **ORGANISATIONAL RELATIONSHIPS:**

The post holder will be accountable to the designated workplace line manager, and will be supported and mentored to develop in the role by the service.

The Business Administration Apprenticewill establish good working relationships with a range of internal and external colleagues and partners.

1. **DESCRIPTION OF ROLE:**

To develop skills to provide effective and efficient administrative support to the team to help the service operate effectively and efficiently.

1. **DUTIES AND RESPONSIBILITIES *SPECIFIC* TO THIS POST:**

Listed below are the responsibilities this role will be primarily responsible for:

**To build up the necessary skills to support the team and work proactively to support the team and service delivery by:**

* To work effectively within the school, liaising appropriately with others, meeting deadlines, following supervisor’s instructions
* To communicate effectively using telephone, e-mail, in writing and face to face following Durham County Council procedures
* To use computer systems effectively to produce documents as required by the work placement area for example Excel, Word and Outlook.
* To use office equipment effectively such as photocopiers, telephone systems, computer equipment; collate and record information accurately
* To archive documents in line with Durham County Council and legislative requirements
* To demonstrate a commitment to developing personal skills in accordance with the apprentice framework
* To meet deadlines associated to progression through the full apprenticeship period
* To complete assignments/projects which relate to the apprenticeship framework meeting target dates.

.

**Equality and Diversity**

As an organisation we are committed to promoting a just society that gives everyone an equal chance to learn, work and live free from discrimination and prejudice.  To ensure our commitment is put into practice we have an equality policy which includes responsibility for all staff to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

       These policies apply to all employees of Durham County Council.

**Confidentiality**

All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using Council information assets. The Council has a Personal Information Security Policy in place.

**Induction**

The Council has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation