



Job Description: Apprentice Administration Assistant

Pay/Hours: £4.15 per hour (Mon-Friday 8:30am to 4:30pm) - Term time only)

Responsible to: Office Manager

Purpose of the Job:

Facilitating office organisation and communication by performing administrative duties as well as acting as a receptionist.

Key duties and responsibilities:

- To provide first point of contact for pupils and parents on reception (in person or on the telephone).
- Liaise with members of the public, pupils and staff regarding school-related enquiries.
- Create documents using Microsoft Office.
- Assist with making up of resources, e.g. photocopying, laminating, binding etc.
- Send/deal with emails.
- File documents, transport paperwork and resources (including post) within the school premises.
- Keep the school management information system (SIMS) up to date.
- Schedule appointments and events in the school calendar.
- Prepare meeting rooms by setting up chairs and providing refreshments.
- Provide refreshments for visitors/staff when required.
- Participate in training and other learning activities and performance development.
- Other duties as required by the Headteacher or Office Manager in order to maintain the smooth-running of the school.

All staff responsibilities:

- Comply with all necessary policies and procedures relating to child protection, equality and diversity, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.



Person Specification: Apprentice Administration Assistant

The following outlines the criteria for this post.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS AND TRAINING	<ul style="list-style-type: none"> • Good standard of general education, with good numeracy and literacy skills. • English GCSE grade C or above or equivalent qualification. • Willing and able to complete all learning and assessment requirements of the relevant Apprentice qualification framework.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Good organisational skills. • Working knowledge of Microsoft Excel and Word. • Ability to communicate effectively both orally and in writing across a wide range of audiences. • Ability to complete work to a high standard of accuracy and presentation. • Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Ability to travel to work. • Professional appearance befitting of a primary school work setting. • Committed to working as part of the school team and support its visions and aims.