



# Ark White City Primary Academy

## JOB DESCRIPTION

**Post:** Business Administration Apprenticeship (Level 3)

**Reporting to:** School Business Manager

**Location:** Ark White City Primary Academy, London

**Contract:** Fixed Term with possibility of permanent, 36hrs per week (Monday – Friday)

**Salary:** £6.40 per hour, £10.50 per hour after successful completion of first year.

### KEY RESPONSIBILITIES

Assist in the provision of an efficient and effective whole school administrative support service whilst undertaking a level 3 Business Administration Apprenticeship.

### Main Duties

- Receptionist, answering phone calls, taking messages and connecting calls to other departments
- Undertake administrative tasks, such as photocopying, fax transmissions, processing mail, maintaining filing systems, archives and resource libraries and updating information
- Use of Microsoft applications such as Outlook, Word, Excel, SharePoint and Forms
- Produce correspondence and reports from written documents
- Learn to accurately input data into computerised systems, databases and spreadsheets and process and retrieve data as necessary
- Liaise with staff, clients, and other agencies, to share information where appropriate, ensuring that academy procedures are properly followed
- Minute, produce and distribute accurate records of meetings
- Assist with the administration of financial processes, including collection and distributions of monies
- Order and maintain stocks of relevant stationery and forms, with the agreement of the School Business Manager
- Learn to provide support to individual managers as required, including diary management, travel planning, arranging and supporting events and arranging and servicing meetings.
- Learn to contribute to the organisation of an event
- Learn how to develop a presentation
- Learn how to answer and resolve an issue for staff, students or other stakeholders
- Learn data protection regulation and contribute to processing procedures within the academy
- Build and maintain positive relationships with all stakeholders

### Professional Development

- Learn to manage professional development and prioritisation of workload to include training time required to achieve relevant apprenticeship qualification



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- Undertake Level 3 apprenticeship training framework in Business Administration
- Manage 20% off the job training as agreed with line manager

## **Safeguarding**

- Undertake regular safeguarding training as required
- Ensure that statutory and Ofsted requirements for Safeguarding are met
- To promote the safeguarding of young people

## **General Responsibilities**

- Contribute to the overall ethos of the Academy
- Provide a courteous reception to staff, young people and visitors
- Undertake relevant training as required to support the functions of the post and to enhance personal development
- Attend meetings as and when required
- Undertake any other duties as specified by the Principal and the Senior Leadership Team

This job description is not an exhaustive list, and you will be expected to carry out any other reasonable tasks as directed by your line manager.



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## Person Specification

### Key Skills & Abilities

- Word processing skills.
- Ability to effectively organise own workload
- Ability to accurately input and check data
- Ability to communicate effectively
- Ability to check for accuracy and give attention to detail.
- Ability to work in a team.
- Able to converse at ease with customer and provide advice in accurate spoken English

### Education & Qualifications

- Educated to GCSE level or equivalent including Maths and English

### Knowledge

- Working knowledge of Microsoft Office (in particular Outlook, Word and Excel)
- Awareness of the role of an administrator and the function of the team the role supports

### Personal Attributes

- Ability to use own initiative.
- Good interpersonal skills
- Commitment to personal and professional development
- Good personal organisation skills.

### Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- This post is subject to an enhanced DBS check