**Support Staff Job Outline and Person Specification**

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| **Position Title** | **Administration Apprenticeship** |
| **Location** | Tavistock College |
| **Reporting to** | Assistant Principal |
| **Job Term** | Fixed Term |
| **Hours** | 37 hours per week / 39 weeks per annum, term-time only. |
| **Work Pattern** | TBC |
| **Grade** | Apprenticeship Rate |
| **Organisation** | The Dartmoor Multi Academy Trust |
| **Effective date of JD** | June 2022 |

There are 17 schools within Dartmoor Multi Academy Trust, 3 secondary and 14 primary schools.

On appointment, your main place of work will be at Tavistock College but you may be required to work at any other premises occupied by the Employer or any of the Employer’s Academies within West Devon as directed by the Employer.   This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

**Job Purpose:**

We are seeking to appoint an enthusiastic, committed and flexible Administration Apprentice.

You will follow the Business Administration Level 3 course provided by LMP Education.

BUSINESS ADMINISTRATION LEVEL 3 Business Administrators have a highly transferable set of knowledge, skills and behaviours that can be applied in all sectors. This includes small and large businesses alike; from the public sector, private sector and charitable sector.

The role may involve working independently or as part of a team and will involve developing, implementing, maintaining

and improving administrative services. Business administrators develop key skills and behaviours to support their own progression towards management responsibilities.

* Becoming skilled in the use of multiple IT packages and systems relevant to the organisation
* Learning to write letters or emails in a professional manor, create proposals, perform financial processes, record and analyse data.
* Learning to update and review databases, record information and produce data analysis where required
* Produces accurate records and documents including: emails, letters, files, payments, reports and proposals
* Makes recommendations for improvements and present solutions to management.
* First Aid and sickness Triage
* Reception duties
* Recording and monitoring student attendance

All schools in Dartmoor Multi Academy Trust are committed to safeguarding and promoting the

welfare of children and young people, and expect all staff and volunteers to share this commitment. The successful

candidate will be required to undertake an Enhanced Disclosure via the Disclosure Barring Service (DBS).