Admin assistant potential Apprentice – Job Description

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| **Salary and grade:** | Scale point 1 |
| **Reports to:** | Business Manager, members of the senior leadership team (SLT) and the governing body |
| **Supervisory responsibility:** | The post holder will not have any Supervisory responsibilty |

# Main purpose of the job:

# **Duties and responsibilities**

* To work as part of a team, supporting colleagues to deliver an excellent Administrative service
* To organise work tasks and duties to meet agreed standards
* To undertake routine administrative tasks and learn the processes for, and including:
* Record keeping, filing, data input and retrieval, basic administration
* Dealing with incoming and outgoing mail
* Preparing routine correspondence and information packs
* Photocopying
* Taking telephone messages and dealing with basic telephone enquiries
* To use IT applications and Databases effectively to deliver administrative tasks
* To communicate effectively with customers and colleagues in relation to work undertaken
* To work with others to help improve work organisation and effectiveness
* Managing meeting rooms & dealing with hospitality
* To communicate effectively with staff, parents and colleagues in relation to work undertaken
* To learn about the importance of the promotion and support of Equal Opportunities and Health & Safety
* To undertake any other duties that are commensurate with the post

## **Behaviour and Safety**

* Follow school policy regarding maintaining good relationships with pupils
* Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
* Have high expectations of behaviour, promoting self-control and independence of all learners

Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

## **Team working and collaboration**

* Participate in any relevant meetings/professional development opportunities at the Academy.

## **Fulfil wider professional responsibilities**

* Work collaboratively with others to develop effective professional relationships
* Communicate and co-operate with other schools and colleagues within the Academy and relevant external bodies
* Make a positive contribution to the wider life and ethos of the school and The Co-operative Primary Academy of Leeds
* The postholder will be required to work flexibly to deliver an efficient service.
* There will be regular contact with colleagues, other members of staff, line managers and visitors to the school, including couriers and deliveries.

### **Administration**

* Participate in and carry out any administrative and organisational tasks

#### **Professional development**

Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.

The Department encourages training both “in-house” and external training, to meet the needs of the individual.

**Other**

* To have professional regard for the ethos, policies and practices of the school in which you work and maintain high standards in your own attendance and punctuality
* Perform any reasonable duties as requested by the Headteacher

#### **Note**

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed.

Co-op Academies Trust is committed to safeguarding and protecting the welfare of children. This role is subject to an enhanced DBS disclosure, NCTL checks and other employment checks required for the role. Please contact us if you require further details of any of these requirements.

Admin Apprentice: Person Specification

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|  | **Essential** | **Desirable** |
| **Qualifications** | * Knowledge of general office procedures and practice | * NVQ Level 2 or equivalent or * Grade 4 Maths and English (GCSE C) * Knowledge/qualifications demonstrating ability in numeracy and literacy |
| **Experience** | * Experience of dealing with queries from a wide range of people * Experience in the use of the Microsoft package | * Experience of working as part of a team * Experience of organising work tasks and duties to meet appropriate service standards eg. in terms of timeliness, accuracy and customer care * Experience of organising work tasks and duties to meet appropriate service standards eg. in terms of timeliness, accuracy and customer care |
| **Knowledge and understanding** |  | * Safeguarding * Confidentiality |
| **Skills** | * Able to communicate effectively with a wide range of people * Able to file, retrieve, sort and complete documents accurately * Able to use a range of office equipment (e.g. printers, photocopiers, fax). * Able to process documentation using Word |  |
| **Personal characteristics** | * Approachable * Committed * Empathetic * Enthusiastic * Organised * Patient * Resourceful |  |

Co-op Academies Trust is committed to safeguarding and protecting the welfare of children. This role is subject to an enhanced DBS disclosure, and NCTL checks, and the Childcare Disqualification Regulations are also applicable. Please contact us if you require further details of any of these requirements.