

Apprentice Business Administration Assistant

Location:	Rickmansworth
Contract type:	Full Time (8.30m to 4.30pm) 52 weeks per year (28 days holiday)
Contract term:	Fixed term
Starting Salary:	£13,650 FTE (approx £7.00 per hour)
Contract:	Fixed term contract (18 months)
Training Provider:	Together Training (start date of September 2022) Predominantly online course - one afternoon per month release

The Reach Free School is looking to appoint a talented and supportive individual to join as an Apprentice Business Administration Assistant, providing clerical assistance to all departments in the school, alongside Reception duties. The successful candidate will learn the intricacies of school administration and office management, and will work in a busy environment, managing their time effectively and being empathetic to the needs of young people.

Sample duties including:

- Fielding queries and enquiries related to the school from both face-to-face visitor interactions and through telephone calls
- accessing and actioning emails on a daily basis
- organising the sorting and distribution of post and administration of the franking machine
- maintaining and updating paper and electronic records, with an appropriate level of discretion
- administering the replacement of pupils exercise books
- monitoring and maintaining supplies of administrative resources
- covering main reception as and when required

The Reach Free School is a successful and growing secondary Free School, which opened in September 2013. The over-subscribed school is a popular choice for local families. In September 2018 the school moved into a brand new purpose built building right in the heart of the community that it serves.

If the challenges of working to develop a local school appeal to you, then we would like to hear from you.

Further information is available from our website: www.thereachfreeschool.co.uk

Potential candidates are encouraged to contact The Reach Free School with any questions on 01923 711517 or via email to Mrs S Berman, Headteacher's PA at sberman@reachfree.co.uk

Closing date for applications:	by Tuesday 16 th August 2022
Interviews to take place:	24 th August 2022
Start Date:	1 st September 2022

The Reach Free School is committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. In accordance with our Safer Recruitment Policy we are unable to process applications without a fully completed application form. The successful applicant must obtain DBS clearance at enhanced level. The school will also carry out a prohibition from teaching check. Non-disclosure may lead to termination of your employment.