



Job Description

Business Administration Apprentice

Responsible to: HR Manager	Grade: 3
Hours: To be confirmed	Duration: Approximately 18-24months*
Main Location: FLT Central Trust Team, Faringdon Community College	
Disclosure Level: Enhanced DBS (Regulated Activity)	

Context: As a business administrator, you will provide a key administrative support service to the Central Trust team, where learning and development will be fully supported and access granted to experience wide ranging business functions such as Human Resources, Operations, Health and Safety, Finance/Payroll, Governance, Marketing and Communications, as well as supporting our Senior Leadership Team.

Job Purpose:

- As an enthusiastic team player, bring a flexible attitude and willingness to learn and to support the business functions of the central Trust team.
- The post holder will be working towards an NVQ3 in Business Administration where time and support will be provided during work hours to attend training and put training into practice.

Main Responsibilities:

- General administrative duties such as scanning, filing, photocopying, emails, and updating information on SharePoint and the Trust business management system.
- Assist the central team business functions with office filing, archiving (in both electronic and hard copy format) and propose / implement improvements to filing systems where necessary.
- Assist the Marketing and Communications Officer with tasks including, but not limited to, marketing of events, consultations, campaigns, websites, and social media.
- Assist the HR Manager with a range of tasks including, but not limited to, administering the recruitment email inbox, checking applications for completeness before saving and responding to applicants, minute taking in meetings, creating staff files for new employees.
- Assist the Operations Manager with tasks including, but not limited to, scanning and adding supplier contracts and documents on to the Trust business management system, sourcing quotes and associated documentation for works, researching policies and procedures, updating the Trust approved supplier list and risk assessment register, providing reports on premises and health and safety matters following documented guidance and processes, and booking training for premises staff as required.

Faringdon Learning Trust (FLT) Employees are predominantly based at one location, but may be required from time to time to work at another school within the MAT.

A full list of schools within FLT can be found at www.faringdonlearningtrust.org

- Assist the Trust Secretary with tasks including, but not limited to, rebranding of Trust Policies, providing admin support (including minute taking) to the Trust Leadership Team meetings.
- Support the Trusts Senior Leadership Team (Chief Executive Officer, Chief Operational Officer and Director of Education) with administration tasks.
- Take minutes for staff/ department / Trust meetings, with potential to gain experience clerking in support of apprenticeship standard where requested.
- Assist with researching, administering and formatting Trust policies, ensuring branding is current.
- Basic word and data processing using IT systems to produce emails, letters, documents, reports etc.
- Order stationery, office supplies and promotional goods as required.
- Updating telephone lists and organisational charts.
- Secure handling of confidential information.
- Answering incoming telephone calls, taking messages and following up on these as and when required.

General Duties

- To understand and support a culture which supports the Trusts strategic priorities.
- To support teaching and learning by providing high quality support as part of a committed flexible team.
- At all times act in accordance with the agreed local and national policies and procedures.
- Contribute to the overall ethos/work/aims of Faringdon Learning Trust.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learnings activities and performance development as required.
- Carry out other duties as required from time to time by line manager and other members of Central team where agreed.
- Follow the Trust's Health and Safety rules and procedures and adhere to safeguarding principles.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

Faringdon Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) as part of their job role.

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Person Specification

Specification	Requirements
Education/Training	<ul style="list-style-type: none"> • 5 GCSES including Maths, English and ICT at GCSE Grade A*-C / 9-4 (or willing to undertake Functional Skills level 2) with demonstrable written and spoken skills
Relevant Experience	<ul style="list-style-type: none"> • Experience using computer applications such as Microsoft word, excel and outlook
Relevant Skills/Aptitudes	<ul style="list-style-type: none"> • Enthusiastic approach to business administration • Keen attention to detail • The ability to get to grips with new IT systems quickly. • Flexible and eager to learn • Effective written and verbal communication skills • Problem solving skills and ability to apply a methodical approach to challenges
Special Requirements	<ul style="list-style-type: none"> • An interest and willingness to develop new skills • Ability to handle confidential material maintaining confidentiality and integrity • A flexible approach to duties

This role may involve some travel to schools within the Trust.