
**Holt Street, Wigan, WN1 3HD**

***Headteacher – Miss Lucy Cropper***

**Dean Trust Rose Bridge is seeking to appoint:**

**Business Administration Apprentice**

**£8.82 per hour**

**37 hours per week, Monday – Friday**

**All year round**

**Actual annual salary £17,016**

**Post starts: Monday 2nd September 2024**

Dear Applicant

**The Dean Trust** is looking for exceptional people to join its team in our **Dean Trust Rose Bridge** school. The Dean Trust has a number of high performing schools and a proven track record of sustained improvement. The Dean Trust’s core values include traditional academic education, excellent discipline and respect, resulting in improved attainment and progress. “Believe, Achieve, Succeed” has been embraced by all of the schools in The Dean Trust.

The Governing body is now seeking to appoint a Business Administration Apprentice, following a review of our growth and curriculum needs. This post offers an excellent opportunity for candidates with a vision to inspire pupils in a 21st Century Learning environment.

As a Business Administration Apprentice**,** you will be part of a friendly and dedicated department. Staff hold high expectations for all pupils and work tirelessly to raise attainment and achievement.

Full apprenticeship training provided, working towards a level 3 Business Administration qualification. All training will take place at Wigan and Leigh College. This apprenticeship will take approximately 18 months with the opportunity to gain your level 2 Maths/ English functional skills qualification if you have not already achieved this.

**Method of Application**

The preferred method of application is electronically by clicking on the 'Apply Now' link on the advert page. All applications must be made using the Dean Trust’s application form.  Applications will be shortlisted for interview and the HR Department will contact those applicants who are selected.

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For more information and to apply please visit our careers site via [Recruitment - The Dean Trust](https://www.thedeantrust.co.uk/recruitment/)  or contact Riasheridan@deantrustrosebridge.co.uk

We are highly committed to safeguarding and promoting the welfare of all pupils and we expect all our staff to share this commitment. Enhanced DBS vetting procedures are required for all posts. Application forms and further information are available from our website <https://www.thedeantrust.co.uk/recruitment/> or via email Riasheridan@deantrustrosebridge.co.uk

***Closing Date: 9am, Tuesday 16th July 2024***

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used; in which case all the usual associated duties are included in this job description.

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| **Job title** | **Business Support Administration Apprentice** |
| **Reporting to** | **Director of Resources** |
| **Main purpose of job** | The post holder will work within the Administration team and cover any aspects of administration to ensure the smooth running of an organised and efficient department.  |
| **Key responsibilities:** |
| * Undertake reception duties at least one morning per week and at any other time as and when required.
* Undertake a wide range of administrative duties as and when required by the school (this can cover areas such as stationery orders, internal catering orders, room bookings etc)
* Combine practical on the job training with theoretical learning and development
* Take responsibility for gathering and recording evidence for your Level 3 apprenticeship and key skills, and attending and training sessions or tests organised by your assessor
* Take an active part in appraising their own work against agreed priorities and targets in accordance with the Trust’s performance management protocols
* Respond to enquiries in a positive and professional manner and to be focussed on achieving the desired outcome. This could be face-to-face, on the telephone or by email and with a wide range of external providers.
* Undertake any necessary training associated with the duties of the post
* Provide general administration support including data entry, internal and external communications and reception cover
* Provide reprographics support as and when required
* Ensure a professional ethos is presented to visitors, staff and pupils at all times
* Ensure that visitors are using the school’s signing in and out
* Ensure that communication within school is robust and timely, sharing information as appropriate with the correct school staff
* To ensure the confidential safekeeping of sensitive documents
* To ensure all information either verbally or written is kept confidential at all times
* To maintain files and records including recording on Bromcom
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| **All employees have the responsibility to:** |
| * Ensure any documentation produced is to a high standard and is in line with the brand style
* Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
* Participate in training and other learning activities as required
* Participate in the school/academy Performance Management process
* Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
* To promote the area of responsibility within the school/academy and beyond
* To represent the school/academy at events as appropriate
* To support and promote the school/academy ethos
* To undertake any other duties and responsibilities as required that are covered by the general scope of the post
* To undertake any other reasonable duties at the request of the Chief Executive Officer and Headteacher
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All post holders must comply with The Dean Trust professional standards for leaders and managers. The job description will be reviewed as necessary as part of the Performance Management process and is subject to modification and amendment at any time after consultation with the post holder

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| **Qualifications and training** | **Essential*** GCSE Mathematics & English Language A\*-C
* Good IT skills
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| **Experience** | **Essential*** Experience of using Microsoft Office especially Word, Excel, Power Point, Publisher and Outlook
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| **Skills and abilities** | **Essential*** Good communication skills both verbal and written
* Able to relate well to staff and pupils
* Good organisational skills
* Flexibility and ability to cope with a wide range of tasks in a busy and challenging environment
* Ability to work as part of a team and also work alone and use own initiative
* Good attendance record
* Pleasant, outgoing manner
* Enthusiastic and positive attitude
* Excellent time-keeping
* Neat and tidy appearance
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