



Star

## STAR ACADEMIES

*Nurturing Today's Young People, Inspiring Tomorrow's Leaders*

### JOB DESCRIPTION

<b>Job Title:</b>	Business Support Apprentice: Estates and Procurement		
<b>Base:</b>	Star Central, Blackburn		
<b>Reports to:</b>	Lead Advisor: Estates and Facilities Management	<b>Grade:</b>	Apprentice
<b>Staff Responsibility for:</b>	-	<b>Salary:</b>	<b>Under 21</b> - £16,254 per annum <b>Over 21</b> - £20,410 per annum
<b>Additional:</b>	-	<b>Term:</b>	Duration of Apprenticeship Full Time Full Year

### JOB PURPOSE

To contribute to the development of a strong, effective Trust with an emphasis on promoting a culture of educational excellence, within a caring and secure environment enriched with the values of discipline, mutual care and respect which extends beyond the Trust into the wider community.

### JOB SUMMARY

1. Provide administrative and clerical support in the delivery of estates and facilities management (FM) related matters, including but not limited to health and safety, property management, building maintenance, catering and energy management.
2. Support the oversight of commercial activity to ensure compliance with legal regulations and achieve value for money.
3. Provide support on contract management and procurement activities.

### KEY RESPONSIBILITIES AND ACCOUNTABILITIES

#### 1 Administration

- 1.1 Provide administrative support to the organisation in relation to day to day processes such as post, filing, archiving and other general clerical and administrative duties.
- 1.2 Manage incoming and outgoing emails within a shared mailbox.
- 1.3 Assist in the preparation and delivery of reports to a professional standard.
- 1.4 Organise and support relevant internal meetings.
- 1.5 Utilise administrative equipment as required.
- 1.6 Assist with documentation editing, formatting and presentation updating.

- 1.7 Undertake and follow specified administrative procedures and processes in a professional manner.
- 1.8 Participate in training and professional development opportunities as required to fulfil the role.

## **2 Estates Management Support**

- 2.1 Assist and support the Lead Advisor: Estates & FM in the operational planning and delivery of an effective Estates & FM service.
- 2.2 Assist in the preparation and delivery of Estates and FM related training.
- 2.3 Support on the oversight and monitoring of health and safety audits and follow up actions.
- 2.4 Assist in the management and monitoring of the Trust's computer aided facilities management system, as well as any other computer systems in use.
- 2.5 Monitor, log, analyse and manage information on the progress of projects and compliance across the estate, using Excel and other databases.
- 2.6 Assist with the production and issue of tender documents and evaluation of tender returns.

## **3 Policy and Performance Support**

- 3.1 Undertake internet and other research and information gathering on Estates and FM related issues.
- 3.2 Support and assist in the writing and issue of SLT bulletins, Estates and FM user guides and procedure/guidance notes as required.

## **4 Other Responsibilities**

- 4.1 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.
- 4.2 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.
- 4.3 Contribute to the wider life of the Trust and the Star community.
- 4.4 Carry out any such duties as may be reasonably required by the Trust.

## **5 Records Management**

- 5.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

*This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.*



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### PERSON SPECIFICATION

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview/ Task
<b>QUALIFICATIONS</b>				
1.	5 GCSEs (Grade 4 or above) including English and Maths or equivalent.	<b>E</b>	✓	
<b>EXPERIENCE</b>				
2.	Experience of working in an administrative setting.	<b>D</b>	✓	
3.	Experience of using a Financial System.	<b>D</b>	✓	
4.	Experience of property/building management.	<b>D</b>	✓	
<b>ABILITIES, SKILLS AND KNOWLEDGE</b>				
5.	Ability to use MS Office software packages such as Word, Excel and Outlook, as well as Explorer and databases.	<b>E</b>	✓	✓
6.	Ability to prioritise, work efficiently and accurately, particularly under pressure, to deadlines and using own initiative.	<b>E</b>	✓	✓
7.	Use of specialist equipment/resources such as photocopiers, laminators etc.	<b>D</b>	✓	✓
8.	Ability to address sensitive matters with a caring manner and maintaining confidentiality at all times.	<b>E</b>	✓	✓
9.	Ability to maintain positive relationships with staff, parents and members of the community.	<b>E</b>	✓	✓
10.	Strong verbal and written communication skills.	<b>E</b>	✓	✓
11.	Willingness to undertake (occasional) travel as part of the role.	<b>E</b>	✓	✓
<b>PERSONAL QUALITIES</b>				
12.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	<b>E</b>	✓	✓

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview/ Task
13.	A strong commitment to the Trust value of 'Service'.	E	✓	✓
14.	A strong commitment to the Trust value of 'Teamwork'.	E	✓	✓
15.	A strong commitment to the Trust value of 'Ambition'.	E	✓	✓
16.	A strong commitment to the Trust value of 'Respect'.	E	✓	✓
17.	Commitment to support Star Academies' agenda for safeguarding and equality and diversity.	E	✓	✓
18.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	E	✓	✓