

JOB DESCRIPTION

Job Title:	Administration Apprentice
Department:	CYPS
Division:	Schools
Responsible to:	School Business Manager
Responsible for:	None

Job Purpose

- Under the direction/instruction of senior staff: provide routine general clerical, administrative, financial support to the school.
- As an apprentice the post-holder will be working towards the fulfilment of the following job description with the benefit of training and support from the Senior Administration Officer and School generally.
- Additional tasks/responsibilities, as agreed with the line manager, may be added to the job description in order to give the apprentice experience of a broad range of duties.

Key External Contacts

- Parents/Carers

Key Internal Contacts

- Pupils
- Staff

Major Tasks, Duties and Responsibilities

1 Organisation

- Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors.
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Assisting with arrangements for visits by school nurse, photographer etc.

2 Administration

- Provide routine clerical support e.g. photocopying, filing, faxing, emailing, complete routine forms.
- Maintain manual and computerised records/management information systems.
- Undertake typing, word-processing and other IT based tasks
- Sort and distribute mail.
- Undertake routine administration e.g. registers/school meals.

3 Resources

- Operate office equipment e.g. photocopier, computer.
- Arrange orderly and secure storage of supplies.
- Undertake routine financial administration e.g. collect and record dinner money. Raising purchase orders and processing invoices.

4 Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

Other requirements:

- To have an up-to-date Enhanced DBS Disclosure.