



North East
Learning Trust

WE'RE LOOKING FOR

A **BUSINESS ADMIN**

APPRENTICE LEVEL 3

TO JOIN OUR TEAM



Business Admin Apprentice Level 3

Required as soon as possible

Salary £200 per week, term time only £7800 per annum

We are seeking seeking to appoint an enthusiastic, hardworking, flexible and committed person to join our dedicated Administration team. The successful candidate will be completing a Business Admin Level 3 course alongside their role in school.

We are looking for someone who:

- Has knowledge and understanding of safeguarding
- Can work under pressure and can meet deadlines
- Can work as part of a team and individually
- Can encourage high standards of pupil behaviour at all times
- Can be a positive role model to all members of our school community
- Can maintain a safe and caring atmosphere for all our children

Deadline:

Thursday 12 December 2019, noon

Shortlisting will take place week commencing Monday 16 December with interviews taking place week commencing 13 January.

All visits to the school are warmly welcomed.

Please contact **Jade Hutton** on **01670 822625** to arrange a visit.

How to apply:

Letters of application should be no more than two sides of A4 and should be returned with application forms to jade.hutton@bedlingtonacademy.co.uk



Job description

Responsible to

Support Services Manager

Job purpose

To provide general admin support for pupils, teachers and the whole school.

Duties and responsibilities:

- Providing support to the pastoral team by logging and recording behaviour incidents, detentions etc.
- Taking messages, answering enquiries and providing information, including from/to parents and other members of the public.
- General admin duties, for example photocopying and distribution of letters.
- Collecting, recording and keeping up to date manual and computerised records to ensure a high level of accuracy is maintained and data and reports are produced as and when required.
- Liaising with staff, parents and external bodies via telephone or in person to meet the requirements of the school.
- Undertaking typing, composing memos, letters and newsletters and ensuring that all information produced is accurate
- To provide admin support in organising meetings and updating office systems and diaries.
- Such other responsibilities allocated which are appropriate to the grade of the post.

The above list of duties is extensive but not exhaustive and may not identify each individual task which may reasonably be requested of the post holder. 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.

This job description is current at the time of post, but, in consultation with you, may be changed by the head of school to reflect or anticipate changes in the job commensurate with the grade and job title.



Person specification

	Desirable	Method of Assessment
Education/training	<ul style="list-style-type: none"> A good standard of literacy and numeracy skills 	<ul style="list-style-type: none"> Maths and English grades 4-9 / A-C or equivalent Excellent ICT skills.
Experience	<ul style="list-style-type: none"> Previous experience of working as an Exams Invigilator or in higher education environment. 	<ul style="list-style-type: none"> Experience working in an educational setting.
Aptitude and skills	<ul style="list-style-type: none"> An understanding of the examination process. An understanding of the JCQ regulations. 	<ul style="list-style-type: none"> A fair but firm approach
Personal qualities	<ul style="list-style-type: none"> Good work ethic Positive Professional Flexible 	<ul style="list-style-type: none"> Excellent organisation skills Excellent attention to detail Excellent communication skills Ability to prioritise workload Team player

References:

Any relevant issues arising from references will be taken up at interview.

DBS and pre-occupational health:

The North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applications with disabilities will be granted an interview if the essential job criteria are met.