

JOB DESCRIPTION

Post title:	Apprentice Administrative Assistant
Reporting to:	College Business Manager
Salary/Pay range:	£4.30 (Apprenticeship hourly rate)
Hours of work:	37 hours per week (Term Time Only)

To provide an effective and efficient general administration service to the Academy

Main Duties and Responsibilities

- To perform reception duties answering telephone calls, responding to emails, sending emails and taking messages.
- To be a point of contact for queries / visitors to the Academy
- To assist with communication to parents including sending texts, emails, notifications and letters
- To support with the school email address and forward emails to appropriate staff as and when required
- To input purchase order requisitions onto PSF financial accounting system
- Receiving and checking stock orders, matching with delivery notes and process goods received notes
- To assist with other departments such as exams.
- To operate and update Schools Information Management System (SIMS), and PSP System
- Manage, distribute and check yearly pupil/parent indemnity forms / data collection forms, following up any none returns.
- Dealing with confidential and sensitive information
- Where necessary, in conjunction with colleagues, the sorting, distribution and despatch of college mail, to all levels of teaching and administrative staff as required.
- Provide support and cover for the student reception.
- To undertake photocopying, printing, scanning and laminating, as and when required.
- Working closely with colleagues and management, where appropriate, to follow up agreed actions
- Responsible for ensuring all necessary administrative tasks are covered and carried out to ensure the smooth running of the school and all Trust processes and procedures are followed, this includes being fully competent and confident in carrying out tasks such as, bus bookings and sourcing best value, purchase orders and evolve.
- Any other duties as may reasonably be requested by Trust Management. The above duties do not define or include all tasks required of the post holder. Duties and responsibilities may vary without changing the level of responsibility.

Health & Safety

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so

Safeguarding

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2020 where required