



## ST GEORGE'S ACADEMY

### Apprentice Corporate Services Administrator Job Description

<b>Salary:</b>	Apprentice Rate
<b>Hours:</b>	37 hours per week
<b>Contract type:</b>	Fixed term 18 months Apprenticeship
<b>Responsible to:</b>	External Fundraising and Administration Manager

#### PURPOSE OF JOB

**As a member of the Corporate Services Team, the post holder will support in the provision of clerical and administrative duties, working primarily with the Academy Reception.**

- Be trained in the provision of a high quality administrative service.
- Develop knowledge and skills to help optimise the Academy's Corporate Administrative Service.
- Achieve a Level 2 Apprenticeship in Customer Services.
- Work within the Academy to gain confidence, experience and build a portfolio of evidence for apprenticeship accreditation.
- Carry out delegated clerical and administrative activities.
- Gain work experience in the Corporate Services clerical and administrative processes, participate in appropriate training opportunities and understand the role.

#### MAIN RESPONSIBILITIES, TASKS AND DUTIES

**All responsibilities, tasks and duties to be carried out in line with Academy guidelines and policies**

- You will need to maintain a high level of quality and will learn and ultimately understand the clerical and administrative processes across the Corporate Services and SEN Teams.
- You will be a reliable and helpful team member, communicating well across the team.

Additional Duties will include:

- Supporting the Administration Assistant –Reprographics/Reception in keeping up-to-date with photocopying requirements.
- Distributing incoming mail and assisting with outgoing mail.
- Deliveries (when required) – signing for goods delivered to Reception, then arranging for collection by staff or distribution to staff via the Estates team (depending on value/weight/size of item).
- Supporting the Administration Assistant – Reprographics/Reception in relation to the Staffroom – e.g. stacking dishwasher.
- Assisting in Reception with telephone calls and visitors and other duties as required.
- Assist with processing, ordering and distribution of deliveries, as required.
- Assisting in maintaining security in the work environment, by locking doors and windows and by clarifying the identity of unknown persons who enter the Academy Reception area.
- Inputting, retrieving and collating information using Departmental and Academy computer systems.
- Providing general administrative support, including filing, word processing and data input when required to support the smooth and efficient running of the Academy Corporate Services department.

## GENERAL

- To be responsible for personal continued professional development and take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- To adhere to Health and Safety Regulations
- To keep confidential any issues related to St George's Academy which are deemed confidential
- To participate in appropriate meetings
- To contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- To make a positive contribution to the wider life and ethos of the school
- To uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- To have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- To support equal opportunities and promote anti-discriminatory practice

It is important to recognise that any job description outlines only the minimum expectations of the post-holder and should not constrain any colleague wishing to take on additional responsibilities and activities that could positively affect their own, their team's or the school's development and improvement. All members of staff must be prepared to work flexibly, undertaking aspects of colleagues' work of a similar or lower level of complexity, in order to ensure:

- Cover of the school's needs throughout the day
- Appropriate cover for colleagues when absent for any reason

All Academy staff have a responsibility to safeguard and promote the welfare of children and young people within the Academy. This includes helping to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy

All Academy Staff are expected to make themselves familiar of the Academy Policies and Procedures and to adhere to these. These can all be found on the Academy X Drive.

This job description may be amended from time to time in discussion with the post holder.

### Job Description Agreement

<b>Employee Name:</b>	
<b>Job Title:</b>	
<b>I declare that I have read and understood the Job Description and Person Specification for the role and have sought clarification of any points where required.</b>	
<b>Signature:</b>	
<b>Date:</b>	

**PERSON SPECIFICATION**  
**Apprentice Corporate Services Administrator**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>ASCERTAINED BY</b>
<b>1. EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Completed mainstream education to GCSE level</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a team</li> <li>Experience of working in an administration environment (paid or voluntary)</li> </ul>	Application / Interview
<b>2. KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>General standard of literacy and numeracy (as assessed by training provider)</li> <li>Understand the importance of safeguarding within a school environment</li> <li>Knowledge of data protection and confidentiality procedures</li> </ul>		Application Application / Interview Application / Interview
<b>3. SKILLS AND APTITUDES</b>	<ul style="list-style-type: none"> <li>A desire to learn</li> <li>Good communicator and listener with a keen interest in finding solutions</li> <li>Computer literate with an understanding of using basic Databases, Microsoft Word and Excel</li> <li>Good administrative and organisational skills</li> <li>Demonstrates a methodical approach to tasks with a high level of accuracy</li> <li>Able to use own initiative</li> <li>Ability to understand the importance of confidentiality at all times</li> <li>Good telephone manner</li> </ul>	<ul style="list-style-type: none"> <li>Ability to travel</li> </ul>	Interview Interview Application / Interview Interview Application/ Interview Interview Interview
<b>4. QUALIFICATIONS AND TRAINING</b>	<ul style="list-style-type: none"> <li>Minimum of 2 GCSE's. Must include English and Maths at grade 4 or above or equivalent</li> <li>Willingness to undertake &amp; complete all relevant certificates to complete an apprenticeship</li> </ul>	<ul style="list-style-type: none"> <li>Keen to learn and continue personal development</li> </ul>	Application Application / Interview
<b>5. ATTITUDE AND MOTIVATION</b>	<ul style="list-style-type: none"> <li>Punctual and reliable</li> <li>Evidence of good attitude and behaviour in the workplace</li> <li>Flexibility to adapt to changing circumstances</li> <li>Motivated, enthusiastic</li> <li>Ability to work on your own and as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>Take responsibility for developing self</li> <li>Ability to travel to work across the Academy's two campus sites.</li> </ul>	Application / Interview Application / Interview Interview Interview Application / Interview

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>ASCERTAINED BY</b>
	<ul style="list-style-type: none"> <li>• Clean and tidy appearance/comply with dress code</li> <li>• Positive and professional attitude and “can do” approach</li> <li>• Attendance at some evening and early morning meetings may be required</li> </ul>		Application / Interview Interview Interview