



FINHAM PARK  
MULTI ACADEMY TRUST

## JOB DESCRIPTION

**Job Title:** Business Admin Apprentice (Level 3)  
**Wage:** Apprenticeship Rate  
**Hours:** 37 Hours per week, term time only, plus one week  
**Status:** Temporary – 18 Months

### Job purpose:

- To undertake a eighteen month training programme working towards an NVQ in Business Administration Level 3.
- To assist in successful operation of the Finham Park Multi Academy Trust through efficient and effective provision support functions including Administration, Reprographics, Finance and IT.

### Major Objectives:

- To provide administrative and clerical support.
- To develop an understanding of the issues facing various sections within the support functions and contributing towards overcoming these issues in order to provide excellent service.

### Principal Duties and Responsibilities:

- To provide administrative support.
- To provide general office and clerical services.
- To assist with financial administration
- To assist with the Trusts reprographics service.
- To answer/deal with queries, both face to face and via the telephone, take messages and pass them on to the relevant member of staff in an appropriate and timely manner.
- To provide appropriate reception cover as and when required.
- To assist with the ordering and maintenance of stock supplies
- To be a flexible and supportive member of the team.





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- To undertake any other duties appropriate to the post
- To work in accordance with set policies and procedures.
- To recognise and promote equal opportunities policy and practice at work.
- To assist in maintaining a safe working environment in accordance with health and safety regulations and policy.
- To respect the confidential nature of the work and protect personal information in accordance with data protection regulations and policies in place.

**General:**

1. The postholder must carry out his or her duties with full regard to the school's Equal Opportunities Policy
2. Duties which include processing of any personal data must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 1998)
3. The postholder will be included in the school's performance management system as it is applied for all staff
4. The postholder should have knowledge of and compliance with relevant school policies and procedures
5. The postholder will perform any other duties and responsibilities within the range of the salary grade

