



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 work in our gatehouse reception area
- Undertake administrative duties to support the administration processes appropriate to the post and to support the wider school if required.

Principal Duties and Responsibilities:

- To be a point of contact for both telephone and face to face enquiries, taking messages where required.
- To ensure school security arrangements are always complied with, including the issue of visitor's badges and completion of visitor signing in system.
- Contacting members of staff to let them know their visitor has arrived in school.
- Support our attendance team by registering late students and informing the relevant members of staff so that this can be followed up swiftly.
- Deal with internal and external telephone calls in an appropriate manner, filtering calls as necessary, taking messages as required.
- Ensure security procedures are followed for all visitors.
- Receive and accept courier deliveries according to office procedures and assist with checking and distributing to relevant departments.
- To provide administrative support.
- To provide general office and clerical services.





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- 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.
- 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

