

Job Title: Business Administration Apprentice (two posts)

Location: Edgewick Primary School

20 hours per week, Term Time Only plus training days.

Monday to Friday 1 post will be 8am to 12pm, 1 will be 12pm to 4pm

Job Purpose:

An apprenticeship is a training role within a designated area where the apprentice will work alongside colleagues to undertake a range of supervised duties (direct and indirect supervision).

To be the first point of contact for callers and visitors to the school, offering guidance and assistance both in person and by telephone. To provide clerical support to the school, and members of the Leadership Team under the guidance of the Admin Officer, School Business Manager and HeadTeacher. To act as playworker for pupils during morning club or lunchtime when required.

Duties and Responsibilities

- Provide a welcoming and efficient reception service, receiving parents and other visitors, filtering telephone calls, taking and distributing messages as required, processing enquiries when appropriate. Ensuring that the Reception area always looks professional and welcoming.
- Undertake general office duties, including maintaining and updating manual and computerised records and filing systems e.g. pupil admissions records, photocopying, collating and word processing. Assist with ordering of milk/uniform and keep up to date and accurate records.
- Assist the Admin Officer in ensuring that all pupil data is recorded on the database and kept up to date at all times. All pupil admissions and leavers, emergency information and all statistics and returns to the Local Authority are promptly made.
- Book appointments, arrange meetings and maintain diaries as directed.
- Assist in processing the incoming and outgoing post. To maintain the confidentiality of information in line with the Data Protection Act 1998 and the security of office systems, records, files and equipment. Assist with ordering procedures as requested and take delivery of post and parcels and ensure prompt and safe storage, checking delivery and alerting relevant staff of arrival.

- Assist the Admin Officer with all school meal procedures, including registers, collection and reconciliation of cash and its security until collection. Control and notify relevant departments of the number of meals required. Liaise with the Local Authority regarding free meals allocations and update information on the pupil database.
- Assist with the administrative arrangements for school trips. Answer questions and assist parents with the Parent App used to charge for dinner money/trips/milk/uniform etc.. Collect cash for the various school schemes and activities, maintain appropriate records and ensure the proper procedures are followed in accordance with Coventry City Council finance procedures.
- Assist with procedures to ensure parents attend or provide authorisation for school medicals, contact parents to ensure hospital attendance in the event of a child's illness or accident.
- Assist with the issuing of reports to parents and clerical arrangements for curriculum matters.
- Oversee children's play activities during morning club / lunch time, ensuring they are safe, fun, and educational; liaise with parents, teachers or healthcare professionals, and handle administrative tasks.

Knowledge, Training and Experience:

- The apprentice will undertake and complete required elements of the apprenticeship framework which includes:-
 - NVQ in Business Administration
 - Employment Responsibilities and rights
 - Functional Skills in numeracy and literacy where an exemption has not been made.
- The apprentice will attend college/online study sessions as required.
- Will work with an assessor/mentor to develop a work-based portfolio.
- Undertake work-based assessments.
- Complete assignments/projects relating to their apprenticeship framework.
- Present evidence portfolios for assessment within specific time frameworks.
- The apprentice will develop skills, knowledge and experience in all aspects of the role of a Business Administration Apprentice through on the job training, attending training/study session and completion of apprenticeship framework.

- Undertake Statutory & Mandatory Training as required.
- The apprentice will utilise knowledge and skills gained at college/training into practice within the workplace.

Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions.
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required.
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

This post is subject to the Rehabilitation of the Offenders Act (Exceptions Order) 1975. Due to the nature of our work it will be necessary for an enhanced disclosure to be made to the Disclosure and Barring Service for details of any previous criminal convictions which are not protected under the Act.

Any further Health and Safety & Safeguarding responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for: N/A

Responsible to: Admin Officer/School Business Manager

Date Reviewed: October 2025

Updated: October 2025