

St Georges C of E School

JOB PROFILE

Post Title:	Apprentice Business Administrator (Level 3)
Responsible To:	Office Manager
Grade:	Apprentice £4.81 (16 – 18years) per hour. Student 19 plus – national minimum wage in the appropriate age range in any following year)
Main Purpose:	Under the instruction/guidance of senior staff provide general administrative/financial support to the school.

Principal Accountabilities – Admin Assistant (32hrs)

Organisation

- Undertake reception duties, answering general telephone and face to face enquiries and signing in visitors
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Assist in arrangements for schools trips, fund raising events, school nurse, photographer, etc.

Administration

- Provide general clerical/admin. support e.g. photocopying, filing, complete standard forms, respond to routine correspondence
- Maintain manual and computerised records/management information systems
- Produce lists/information/data as required e.g. pupils data
- Undertake typing and word-processing and other IT based tasks
- Sort and distribute mail
- Undertake administrative procedures
- Maintain and collate pupil reports

- Undertake routine administration of school lettings and other uses of school premises

Resources

- Operate office equipment e.g. photocopier, computer & ICT packages (e.g. word, excel, databases, spreadsheets, Internet)
- Maintain stock and supplies, cataloguing and distributing as require
- Provide general advice and guidance to staff, pupils and others
- Undertake general financial administration e.g. processing orders
- Undertake routine financial administration e.g. collect and record dinner money

General

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required