

Job Description

Job Title: Business Administrator Apprenticeship
Salary Rate: Apprenticeship National wage for age

Post Reports to: Headteacher/School Business Manager

Post Responsible for: No responsibility for staff

Main Purpose of the Job:

To provide an efficient and effective administration support service for the Headteacher and staff of the School

Major Duties and Responsibilities:

- Reception & Customer Services
- Administration Support
- Safeguarding, Security & Compliance
- Finance & Systems Support
- General Institutional Expectations

Job activities: Summary of Responsibility and Key Areas:

Reception & Customer Service:

- To act as the first point of contact for visitors / telephone enquiries signing visitors in and providing general advice, information or assistance where possible and redirecting as required

Administrative Support:

- To provide general clerical support, maintaining class and dinner registers as necessary ensuring that all records are up to date
- To maintain manual and computerised records / management information systems (SIMS).
- To assist in entering attendance data

Finance & Systems Support:

- Assist in processing school meal orders, trip payments and breakfast/after school club registration, using the Schools system

Safeguarding, Security & Compliance:

- To strictly adhere to the school's safeguarding policies
- Maintain confidentiality regarding student, staff and school records in compliance with the Data Protection regulations (GDPR)

Other responsibilities:

- To provide general advice and guidance to staff, pupils and others
- To be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person
- To adhere to school health and safety policy including risk assessment and safety systems.
- To adhere to school policy on equality and diversity

- To contribute to the overall ethos and aims of the school
- To appreciate and support the roles of other professionals
- To attend and actively participate in all training sessions and meetings required for the Level 3 Business Administrator apprenticeship

Additional Duties:

Sandilands Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff within this area to share this commitment and to have understanding of the common core skills and knowledge.

To work positively and inclusively with colleagues and customers so that the Council provides a workplace and delivers services that do not discriminate against people on the grounds of their age, sexuality, religion or belief, race, gender or disabilities.

To fulfill personal requirements, where appropriate, with regard to Council policies and procedures, health, safety and welfare, customer care, emergency, evacuation, security and the promotion of the Council's priorities.

To work flexibly in the interests of the service. This may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities. Where this occurs there will be consultation with the employee and any necessary personal development will be taken into account.

Person Specification

Post Title: Business Administrator Apprentice

The criteria listed below represent the most important skills, experience, technical expertise and qualifications needed for this job role.

Your application will be assessed against these criteria to determine whether or not you are shortlisted for interview. Any interview questions or additional assessments (tests, presentations etc.) will be broadly based on the criteria below.

Competency	SCORE					Essential or Desirable
	0	1	2	3	4	
Knowledge:						
Of effective communication strategies						Desirable
Experience						
Experience of working with customers and providing an effective service						Desirable
Experience of general clerical work						Desirable
Experience of general finance work						Desirable
Skills						
Organisational skills						Essential
Effective team working skills						Essential
Excellent customer care service						Essential
Literacy and numeracy skills						Essential
Good ICT skills						Essential
Ability to use relevant technology e.g. photocopier						Essential
Appropriate level of keyboard/computer skills						Essential
Ability to work accurately to deadlines						Essential
Ability to work constructively as a team, understanding school roles and responsibilities and the post holder's position within these.						Essential
Ability to maintain accurate records						Essential
Ability to relate well to children and adults						Essential
Education and Qualifications						
Demonstrable numeracy, literacy and ICT skills at Level 2 (GCSE) or above or a willingness to undertake development in this area as appropriate						Essential
Work related Circumstances						
Promoting and safeguarding the welfare of children and young people within the school.						Essential
Ability to participate in development and training opportunities						Essential
Understanding and active support of Manchester City Council's diversity and equality policy.						Essential
Willingness and ability to meet Manchester City Council's standard of attendance.						Essential
A willingness to be flexible in a changing environment						Essential

Scoring key

- 0 – Not met essential criteria
- 1 – Partially meets essential criteria
- 2 – Meets criteria
- 3 – Exceeds criteria
- 4 – Exceptional