



Your job

Job Title: Business Admin Apprentice

School: Woodfield Primary School

Grade: Apprentice Corporate Rate (NMW for age)

Reporting to: Office Manager/Headteacher

Wigan Council are on an exciting journey and our vision, Progress with Unity, will allow us to strengthen the way we work to make Team Wigan a brilliant place.

As a Team Wigan Business Apprentice, you will be expected to provide comprehensive administrative support service to Woodfield Primary School. This will involve dealing with internal and external customers both face to face and on the telephone, operate a variety of ICT systems and providing general support to the team.

You will also be required to spend a proportion of your time undertaking a Business Administration Level 3 qualification and will gain a range of skills and experience whilst learning from professionals within the organisation.

Woodfield Primary School is a friendly, hardworking and nurturing community where children's happiness, academic achievement and personal development are at the heart of everything we do.

We are excited to invite applications from enthusiastic school or college leavers who are looking to take their first steps into a career in business administration. This is a fantastic opportunity to gain practical experience in a supportive school environment while developing valuable administrative and professional skills.

The successful candidate will be motivated, organised and keen to learn, with a positive attitude and a willingness to contribute to the wider life of the school.

Mandatory Statement

The Council is committed to complying with European General Data Protection regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection regulations.

In this job you will:

Financial Duties:

- Assist with the collection and reconciliation of monies received in the office for any trips, fundraising and other events in school.

Administration and Reception

To undertake a range of administrative and IT based tasks, ensuring well-presented and accurate correspondence, reports and other documentation.

- Undertake reception duties, answering routine telephone enquiries, recording and communicating messages to colleagues in a timely and effective manner.
- Dealing with face-to-face enquiries with parents/staff.
- Receiving visitors, overseeing sign-in procedures.
- Preparing refreshments for staff and visitors, ensuring validity of DBS/ID and offering hospitality.
- Making visitors feel welcome, allocating rooms and preparing for use for meetings.
- Provide routine clerical support, eg office photocopying, filing, faxing, emailing (including online calendar), complete routine forms.
- Undertake typing, word processing and other IT-based tasks.
- Sort and distribute internal and external mail.
- Undertake routine office administration.
- To keep the school office and reception area as an orderly, pleasant and efficient working environment.
- Operate office equipment, eg photocopier, computer.
- Accept and check deliveries of goods into school.
- Arrange orderly and secure storage of resources.
- To regularly check emails, correspondence and appointments to ensure the Headteacher/Senior Admin Officer are kept informed at all times.

- To manage and monitor manual and computerised record/information systems, including all diaries.
- To provide administrative and organisational support to other staff.
- To check daily attendance registers, ensuring absences are clarified and recorded twice daily.
- To carry out general office duties, including correspondence, filing, etc.
- To check daily correspondence and duplicate/distribute to relevant/named personnel.
- Distribute information and messages throughout the school.
- To arrange and schedule visits to the school from outside agencies as required.

Personnel:

- To liaise with key school personnel to ensure school office operates efficiently.
- Liaise with Before & After School providers, providing good communication links at all times and calendar of events when necessary.

Specific Duties (under the guidance of Office Manager)

- To provide first aid throughout the day, including liaising with parents/carers and staff.
- To co-ordinate use of rooms in school, i.e. for meetings, etc.
- To populate, update and maintain the school's website.
- To update social media with relevant information.
- Populate and format monthly school newsletter, liaising with Headteacher and Office Manager
- Populate presentation documentation (eg Y6 Leaver's Books, Prospectus, Handbooks, etc).
- Co-ordinate, manage, maintain and update the school, Headteacher and Office Manager online (Outlook) diaries, arrange and prioritise meetings as necessary and ensure that the Headteacher and Office Manager are appropriately informed.

In this job you will need:

You must be able to demonstrate the following essential requirements:

- GCSEs A-C/9-4 in Maths and English (or equivalent) or willingness to work towards this level during your apprenticeship.
- GCSE A-C/9-4 in ICT is desirable
- Ability to work towards the Business Administration Level 3 qualification

- The ability to work accurately and follow instructions
- The ability to plan work and manage your own time
- The ability to work under pressure and meet deadlines
- Ability to work flexibly as part of a team to meet service needs, within the core hours of 8.30am and 5.30pm
- To be enthusiastic and committed to providing excellent customer care
- The ability to use own initiative
- To be keen to develop a wide range of skills required to work within a busy administration environment
- Good communication skills with the ability to build effective working relationships with colleagues and customers

Our Culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **TeamWigan** behaviours.

Be Positive	“ Take pride in all that you do and support and develop yourself and others. ”
Be Accountable	“ Be responsible for making things better, enabling change and supporting improvement. ”
Be Courageous	“ Be open to doing things differently and working collaboratively with others. ”
Be Kind	“ Be helpful, generous and thoughtful towards yourself and others. ”