



Job Description: Business Administration Apprentice

Responsible to: Office Manager/Attendance Manager

Salary grade: National Living Wage

Purpose of your job

To carry out a range of administrative tasks to support the SLT, Office Manager, Attendance Manager and staff to ensure the smooth running of the school office and departments.

Main Areas of Responsibility

Attendance Administration

- To provide general administrative support to the Attendance Manager by updating the daily registers with absence reports.
- To update registers from voicemail messages, emails and telephone calls reporting students absent and to check for missing students before texting home so that the school meets its safeguarding needs.
- To liaise with parents by text and call if no information is received by parent / guardian regarding a student's absence.
- To monitor and oversee the absence email inbox, forwarding requests for leave to the Headteacher and responding to parents where appropriate and inputting planned medical appointments and requests for leave absences in the registers
- To check student's marks for every lesson, cross referencing with PL who locate missing students and ensure the registers are correct
- To ensure all afternoon registration marks are recorded correctly and all students are accounted for.
- To monitor the incoming and outgoing of students from school and to check the registers reflect this using Inventry.
- To chase up teachers for unopened / incomplete registers
- To assist with general admin / filing relating to attendance and any other task appropriate to attendance.

Other General Duties

- To provide administrative support to a member of our SLT (and those departments reporting to this member) and HR admin support to the Head's PA
- Input data to update and maintain databases, including Arbor (our MIS)
- Respond to telephone calls from parents and from staff
- Drafting letters/emails to parents/carers
- Maintain computerised and manual filing systems
- To support with photocopying and other reprographic duties as required
- To cover reception, as required
- Update the school website, as directed
- To undertake morning break and/or lunch duties, supervising students in and around the school premises
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with
- To ensure all tasks are carried out with due regard to Health and Safety
- Comply with the requirements of GDPR and ensure confidentiality is maintained
- To adhere to the school policy on equality and diversity
- To undertake appropriate professional development including adhering to the principle of performance management
- Attendance at appropriate staff meetings, open days/evenings which may be outside of the core hours of the job

The duties and responsibilities listed above, describe the post as it is at present. The post holder is expected to accept any reasonable alterations (or requests from line management) that may from time to time be necessary. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.



Person Specification Administration Assistant

Criteria	Essential	Desirable
Qualifications	English and Maths GCSE at A*-C (9-4) Good standard of literacy and numeracy	A levels or equivalent
Experience	Experience of working in a similar working environment Previous experience of working with the public Previous admin experience	Experience in developing systems and procedures to ensure smooth operation of the school
Knowledge	Microsoft Office, including Excel, and Google suite	Experience of First Aid or willingness to undertake training
Personal Attributes	Excellent communication and interpersonal skills Able to work in a team Able to show initiative Able to manage own time effectively and demonstrate initiative including establishing priorities Able to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests Able to adhere to the school's policies and procedures and most importantly the equal opportunities policy, child protection policy and all health & safety related policies Able to maintain confidentiality Able to work with minimum supervision Commitment to safeguarding and promoting the welfare of children	Commitment to personal development