



Job Title:	School Administrator Apprenticeship (Fixed term for 13 months)
Location:	King Edwin School
Hours:	40 hours per week
Line Managed by:	Operations Manager
Salary Scale:	£10,004.80 per annum

Key Duties and Responsibilities:

- To provide a range of clerical duties including photocopying, sending emails, filing, message-taking, sorting and distributing post, etc.
- To respond to routine correspondence and enquiries from students, parents, staff, suppliers and other stakeholders.
- To deal with all customer contact effectively, and courteously, in line with King Edwin School policies and procedures.
- To maintain manual and computerised systems including inputting data, keeping records, statistics, confidential and general filing systems as directed.
- To assist with the organisation of meetings and events, ensuring that all necessary arrangements are made.
- To contribute to setting up office procedures.
- Any other appropriate duties under the direction of the line manager for the placement, applicable to the grade and qualifications of the post.

Professional Responsibilities:

- Have a broad understanding of the ethos, values and policies of Spark of Genius and to place these at the centre of your practice
- To have full awareness of the importance of the role of administration apprentice in Spark of Genius

Principles and Perspectives:

- To adhere to sound professional values and practices at all times
- To maintain an ethos of quality provision and continual improvement

Professional Skills and Abilities:

- Communicate clearly, have good interpersonal skills
- Display ability and willingness to contribute to the life of the school and its community

- Work in a professional, co-operative manner with all associated with Spark of Genius
- Maintain excellent attendance standards keeping absence from work at a minimum

Professional Value and Personal Commitment:

- Able to show in the day-to-day practice a commitment to the protection, welfare and social development of all Spark of Genius pupils
- Able to demonstrate a flexible approach to work practice
- Value, respect and act as an active partner within Spark of Genius and our wider community
- Ability to use initiative and work independently as required

Other Requirements:

- You must co-operate with the company in complying with the Health and Safety requirements and are therefore expected to follow Company policies, to acquaint yourself with the Fire, Health and Safety Procedures at your place of work and report any unsafe practices and conditions
- The post holder may be reasonably expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.
- It is the responsibility of the post holder to comply with Health and Safety and Equal Opportunities requirements at all times.
- Any other reasonable management instruction or duty as directed by Management.

The above job description forms part of your main terms and conditions of employment. The Company reserves the right to vary duties and responsibilities at any time within legal notification frameworks, however, not outside what is considered reasonable to the original post.

Person Specification – School Administrator (Apprenticeship)
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	Essential Criteria	Desirable Criteria	Method of Assessment
Education and Qualifications	Educated to GCSE level in Maths and English L2 Administration		Application Form, Certificate Check & Interview
Experience	Experience of working in an Admin environment		Application Form & Reference Check
Skills	To use own initiative Work as part of a team Flexible approach to work Good with people Organised Willing to learn	Effective communication skills with colleagues, outside agencies, children and families Excellent interpersonal skills	Application Form, References & Interview
Knowledge	Good knowledge of applications in Microsoft Office	Knowledge of office systems	Application Form & Interview
Ability	To ask for guidance and support, and to remain open honest and accountable	The ability to deal with difficult situations and make appropriate decisions in line with the policies and procedures of the school	Application Form & Interview