

Job Description

School	Bradstow School
Post Held	Business Administration Apprentice
Salary Scale	Scale TBC
Hours	7.5 hours a day, Monday to Friday 37 Hours per week – All year round
To Whom Responsible	TBC

Aim of the Post

To provide administrative support to the school, across the professional services department, including but not limited to, Human Resources, Finance, People Development, Pupil Administration and Reception.

Duties Comprise:

1. Maintain confidential staff files with a high degree of accuracy
2. Input staff details onto the SIMs system. Ability to interrogate the system to produce information requested by Senior Managers and Governors.
3. Assist in the administration the recruitment procedure for all staff, including interview arrangements and obtaining references.
4. To ensure the smooth operation of the school's financial management, using the finance system including payment and processing invoices, within the terms of payment.
5. Issuing and reconciling petty cash at designated times. Ensuring compliance with WBC procedures & the scheme of delegation.
6. Arrange for invoices to debtors to be raised and undertake credit control.
7. Assist the Personnel Officer in ensuring the timely submission of claims for the payment to payroll.
8. Undertake other administrative duties as and when required.
9. Part of this role you will be required to man the reception desk, managing a busy phone system and requests from staff.
10. To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the role within the organisation. To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the role.

11. To ensure that the line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.
12. Other duties commensurate with grade as directed by the management team.

Business Administration Apprentice

Essential

1. Proven ability to deal with sensitive and confidential matters.
2. Able to demonstrate experience of data input, and skills in the use of a range of IT software, preferable in Microsoft Office.
3. Ability to demonstrate a high level of attention to detail and accuracy in literacy and numeracy.
4. Ability to work within a team environment.
5. Able to demonstrate a clear understanding of and commitment to Equal Opportunities issues.
6. Ability to plan, prioritise, and execute tasks and activities within given deadlines.