

Job Description

Job Title:	Admin Apprentice
Location:	Sir Herbert Leon Academy
Hours of work:	32.5 hours
Reports to:	Senior Office Manager & PA to Principal

Purpose of the Role:

To support admin staff in the development and education of pupils including the provision of specialist skills as appropriate.

To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

Training:

During your apprenticeship (typically 21 months - this will be determined by your existing qualifications and/or experience) you will be assigned a Trainer and will work towards the admin assistant apprenticeship standard (level 3) which has highly transferable knowledge, skills and behaviours which can be applied across all sectors.

You may also be required to complete Maths and English Functional Skills (this will be determined by your existing qualifications). Your Trainer will meet with you virtually every two weeks with onsite observations and formal reviews taking place every 12 weeks.

Responsibilities:

- To provide a warm welcome to visitors arriving at the reception
- To receive and make telephone calls
- Redirect calls as appropriate and take adequate messages when required
- To undertake research as and when necessary
- To assist in organising diaries and meetings for the team
- To assist in ensuring documents are filed and stored appropriately To organise and minute any meetings deemed necessary by the line manager
- To prepare correspondence when necessary
- To assist with updating the academy's social media accounts
- To assist with updating the academy's website
- To successfully complete apprenticeship training, by meeting regularly with your apprenticeship assessor and Internal Verifier, travelling to training when required and completing all assessment material in a timely fashion.

- This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of Academies Enterprise Trust.

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Our values:

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

Academies Enterprise Trust and all of our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We adopt a robust, fair and consistent recruitment process which is inline with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check.

Equality, Equity, Diversity and Inclusion

At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.

Person Specification

Job Title: Admin Apprentice

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications & Experience	Qualifications required for the role	<ul style="list-style-type: none"> • GCSE Maths and English (Grade A-C or 4-9) or equivalent or willingness to work towards Functional Skills qualifications • Good IT skills • Basic understanding of child development and learning classroom roles and responsibilities • confidentiality 	<ul style="list-style-type: none"> • Experience of working with children
	Specific Knowledge/ Experience	<ul style="list-style-type: none"> • Basic understanding of child development and • Learning child development and learning • Classroom roles and responsibilities • Confidentiality • Ability to work independently and use initiative • Ability to stay calm under pressure • Ability to communicate effectively and relate well to both children and adults • Ability to build and maintain effective relationships • Ability to work effectively as part of a team 	<ul style="list-style-type: none"> • Experience of working with children with SEN

		<ul style="list-style-type: none"> • Ability to provide excellent customer service, both to internal and external customers • Demonstrate a commitment to equality • Positive work ethic. • Determined to provide the best Learning Pathways provision possible. • Ability to listen and interpret instructions effectively so that learning is maximised for students. • Committed to improving the life chances of young people. 	
Behaviours	Skills/Abilities	<ul style="list-style-type: none"> • Good IT skills • Ability to communicate and relate well to both children and adults • Effective use of ICT to support learning • Ability to self-evaluate learning needs and actively seek learning opportunities • Work constructively as part of a team, understanding classroom roles and responsibilities and own position within these • Ability to organise own workload, follow a 	<ul style="list-style-type: none"> • N/A

		<p>schedule and meet deadlines</p> <ul style="list-style-type: none"> • Ability to plan own work on a daily basis • Able to work flexibly to meet needs of the academy • Willing to undertake relevant training courses including travel if required 	
	Special requirements	<ul style="list-style-type: none"> • You must be resident in England and have the right to work in the UK • Successful candidate will be subject to an enhanced Disclosure and Barring Service Check • Evidence of a commitment to promoting the welfare and safeguarding of children and young people 	<ul style="list-style-type: none"> • N/A