



Apprentice Administrative Assistant

Columbia Primary School

Job Description

Salary grade: £8.24/hr

Hours: 35 hours per week term time + 2 weeks (pro rata)

Contract type: Fixed-term

Responsible to: Office Manager

Main purpose:

- To provide a warm, welcoming first point of contact for parents and visitors, representing the school at all times with good humour and a smile
- To provide high quality, administrative support to the school and oversee the upkeep of the school's shared areas

Duties and responsibilities

Communication:

- To oversee the reception area and foyer and be the first point of contact for anyone who comes to the school office
- To welcome visitors to the school in a friendly and efficient manner, ensuring they sign in, have the correct lanyard and safeguarding information and are offered refreshment
- To deal with front line enquiries from staff, visitors, parents and pupils in person, by phone or e-mail politely and efficiently
- To liaise with outside agencies and professional bodies on behalf of school staff and ensure that messages, mail, faxes and memos are distributed efficiently
- To prepare letters and text messages for parents and carers

Administration:

- As directed by the Office Manager, to carry out clerical duties such as filing, typing, updating records, inputting data, distributing post and preparing mail for posting
- To carry out photocopying for staff as requested
- To support with the upkeep of pupil absence records

Resources:

- To ensure that the public and shared areas are tidy and ready for visitors
- To oversee for the storage and distribution of lost property, spare uniform and sports wear

Managing own performance and development:

- Participate fully in the school's performance management cycle
- Attend relevant training, sharing the knowledge and ideas gained with colleagues
- Demonstrate resilience and resourcefulness, anticipating and solving problems

General requirements:

- To work with the Office Manager, Headteacher and The LETTA Trust's Central Operations Team to meet the aims and objectives for the school office
- Show commitment to the Trust, its inclusive ethos and equal opportunities for all in the school community, opposing strongly any form of discrimination
- Support the Trust's statutory policies, e.g. health and safety, disability discrimination act, equal opportunities
- To safeguard and promote the welfare of pupils and follow the child protection procedures adopted by the school. This may include supervising pupils who are unwell or providing basic first aid
- Undertake any professional duties commensurate with the grade of the post

Notes:

- This job description is illustrative of the general nature and level of responsibility of the work. It is not a comprehensive list of all tasks that the post holder will carry out
- The job description may be amended at any time in consultation with the post holder

Headteacher or line manager's signature:

Date:

Post holder's signature:

Date:

Apprentice Administrative Assistant ~ Person Specification

Candidates are strongly advised to address all of the following points on their application form. These criteria will be used for shortlisting purposes & candidates will be selected entirely on the extent to which they meet the criteria.

1. To be an outstanding apprentice and have a commitment to own continuing professional development
2. Excellent interpersonal skills
3. To be able to communicate (verbally and non-verbally) well with diverse groups and develop and maintain positive relationships with all members of the school community
4. To be able to prioritise workloads; have excellent time management and organisational skills
5. To be confident in the use of email, word processing and database programs
6. The ability to successfully work in teams
7. Knowledge and experience of monitoring attendance rates
8. Experience of and a commitment to the involvement of parents in education
9. Knowledge and understanding of and commitment to inclusion
10. To understand the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities and Health & Safety
11. To demonstrate a commitment to the success of pupils at Columbia & across the LETTA Trust