



## **Apprentice Administration Assistant**

QEGSMAT is seeking to appoint an enthusiastic, supportive and well-organised individual to work alongside our dedicated team.

You would be working predominantly with the Finance Team in our Trust.

QEGSMAT is a growing group of academies based in Derbyshire, Derby City and Staffordshire. Established at the start of 2017, our Trust is based on a set of actions defined by our students; 'Question, Explore, Give and Succeed'

The length of the Apprenticeship would be approximately 12-18 months, depending on which Level you complete. DBC training will be the provider, and you would gain a Diploma in Business Administration upon the completion of the Apprenticeship.

We offer candidates:

- Support, mentoring and professional learning appropriate to the post.
- A forward looking, hardworking and enthusiastic team of staff with the desire and skills to improve outcomes.
- A location which has excellent transport.

QEGSMAT is committed to promoting equality, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community. We are committed to the protection of children and vulnerable adults. Appointment is subject to a clear DBS check to an enhanced level.

If you would like to be part of this exciting new project, please visit [www.qegsmat.com](http://www.qegsmat.com) where you will also find the job description and application forms. Alternately, you can contact us at [hr@qegsmat.com](mailto:hr@qegsmat.com).

**Closing date for applications: 26<sup>th</sup> April 2018 Noon**

**Provisional Interview date: w/c 30<sup>th</sup> April 2018**

**Potential Start date: ASAP**

**Training Provider: DBC Training <http://www.dbc-training.co.uk/>**



## **JOB DESCRIPTION**

**Post Title:** Apprentice Administration Assistant

**Responsible to:** Finance Manager

**Scale:** Apprentice Rate

**Weekly Hours:** 37

**Weeks Per Annum:** 52

**Post Objectives:** The role is required to assist with the provision of administration throughout the Central Team, with particular focus to providing support to the Finance Team of the Trust.

## **DUTIES AND RESPONSIBILITIES**

- Administration support for the Central Team
- Processing the Trust's purchase and sales ordering
- Supporting the Trust Finance Manager with routine
- Responding to general queries for the team
- Producing letters, reports and collating information
- Assisting in the maintenance of purchase and sales ledger
- Maintaining financial entries relating to the Trust's business software
- Keep all financial records in up to date for internal and external inspection
- Operating the telephone switchboard, answering, screening and forwarding any incoming phone calls while providing basic information when needed
- Open and distribute incoming mail, deal with deliveries and arrange distribution throughout the Trust, ensuring logs are kept
- Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.

## **METHODS OF WORKING**

The post holder must:

- Maintain confidentiality and observe data protection and associated guidelines where appropriate;
- To maintain an awareness of Safeguarding Children initiatives;
- Understand and comply with the academy's Health and Safety Policy in the performance of their duties and responsibilities;
- Carry out the duties of the post in compliance with the academy's Equal Opportunities Policy;

- Understand and comply with all other relevant academy policies;
- Take an active part in appraising their own work against agreed priorities and targets in accordance with the academy's professional development and supervision arrangements;
- Undertake any necessary training associated with the duties of the post;
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.

PRINT NAME

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SIGNATURE

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DATE

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