



Apprentice Administration Assistant

Castle View Primary School

Fixed term for 12 months

QEGSMAT are seeking to appoint an enthusiastic, supportive and well-organised individual to work alongside our dedicated team at Castle View Primary School.

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 training 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 where you will also find the job description and application forms.

If you wish to apply for this vacancy please email completed application forms to hr@qegsmat.com.

Closing date for applications: 10th February 2019

Provisional Interview date: 15th February 2019

Potential Start date: ASAP



JOB DESCRIPTION

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| Post Title: | Apprentice Administration Assistant |
| Assistant Responsible to: | Headteacher |
| Scale: | Apprentice Rate |
| Weekly Hours: | 37 |
| Per Annum: | 42 |
| Post Objectives: | The role is required to assist with the provision of administration throughout the Academy. |

DUTIES AND RESPONSIBILITIES

- Administration support for the Academy
- Processing of transactional HR and Finance correspondence
- Supporting the School Business Manager with routine
- Supporting the Headteacher and Leadership team
- Responding to general queries
- Producing letters, reports and collating information
- 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 Academy, 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.