

Role Profile: Apprentice Administrator	
Job Purpose	Under the direction/instruction of senior staff provide routine clerical/administrative/financial support to the school.
Decision Making	The job involves working from instructions, but making minor decisions involving the use of initiative. Problems are referred to a supervisor / manager. Little close supervision is necessary beyond that provided by working arrangements and methods.
Accountabilities	<ul style="list-style-type: none"> • Reception duties, answering routine telephone and face to face enquiries and signing in visitors. • Maintenance of manual and computerised records/management systems. • Routine financial administration under the direction of the Senior Administrator • Sorts and distribute mail • Assists with arrangements for visits by the school nurse, photographer etc. • Undertake duties associated with income which include banking • Undertake other duties as directed and commensurate with the grading of the role
Demands	<p>The post is predominately office based with limited requirements for lifting and carrying files, boxes and other general office items as well as standing and walking within the school environment.</p> <p>Concentration required for periods of up to two hours at a time with some work related pressure due to conflicting demands from telephone calls and personal callers.</p>
Working Conditions	The role is mainly office based with occasional exposure to the general background noise of the school environment.
Experience, Knowledge and Qualifications	<p>Essential</p> <p>NVQ Level 2 in administration or equivalent qualification or experience.</p> <p>Knowledge of computer packages and office equipment e.g. Microsoft Office, Sage, SIMS photocopier, shredder, telephones etc.</p> <p>Basic numeracy and literacy skills are required.</p>
Skills and Technical Competencies	<p>Using judgement when interpreting and resolving straightforward problems.</p> <p>Interpersonal skills for communicating tactfully information with school colleagues and callers and visitors to the school.</p> <p>Keyboarding skills for the production of routine correspondence and emails with occasional typing.</p> <p>Word processing and other IT based tasks.</p>
Corporate Standards	<p>Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of Horizon Multi Academy Trust's constitution and its policies and procedures.</p> <p>Work within the requirements of the Trust's Health and Safety policy, performance standards, safe systems of work and procedures.</p> <p>Undertake all duties with due regard to the corporate equalities policy and relevant legislation.</p>