Job Advert

Job Title: Admin Assistant Apprentice

Location: Blackwood School, Blackwood Road, Streetly, Sutton Coldfield, B74 3PH

Grade: Apprenticeship- apprenticeship minimum wage applies- currently £3.90 per hour for the first year for apprentices over 19 years

Term: Fixed term for 15 months- From September 2019

Hours of work: Minimum 30 hours per week, 39 weeks per year (term time + INSET days) Monday – Friday. Holidays to be taken during school holiday periods only)

Reports to: School Office Manager

Liaising with: The post holder will liaise with staff and students at all levels in relation to the duties of the post

Disclosure Level: Enhanced DBS (Disclosure Barring Service)

Training: You will be required to undertake 20% off the job training

Qualifications: Minimum GCSE Grade C in English and Maths (or equivalent)

Interview: This will consist of face to face interview, tasks and at least a day’s trial in the school office

Application: Closing date Friday 5th July or sooner if we receive suitable applications. Please apply using the application form. Please forward your electronic application to applications@blackwood.walsall.sch.uk Please download an application form from the school’s website www.blackwood-school.co.uk
Job Description

Purpose:
This role incorporates study and completion of the NVQ level 2 in Business Administration.

Key Roles & Responsibilities:

- To provide good customer service to all visitors of the school by dealing with their queries in personal or by phone efficiently, politely and professionally
- To provide a range of clerical duties including photocopying, sending emails, filing, message-taking, sorting and distributing post, etc.
- To respond to routine correspondence and enquiries from students, parents, staff, and other stakeholders.
- To deal with all customer contact effectively, and courteously, in line with Blackwood School’s policies and procedures.
- To maintain manual and computerised systems including inputting data, keeping records, statistics, confidential and general filing systems as directed.
- To assist with the organisation of refreshments for meetings and events.
- To study towards and complete the NVQ level 2 in Business Administration.
- Any other appropriate duties under the direction of the line manager for the placement, applicable to the grade and qualifications of the post.

Other:

- To work within school policies and procedures, including Pupil Behaviour Policy, Safeguarding, Mobile Technology and Social Media
- To contribute to the provision of an effective environment for learning.
- To support the promotion of positive relationships with parents and outside agencies.
- To care for their own and other people’s health and safety.
- To be aware of the confidential nature of issues.
- To contribute to the overall ethos, work & aims of the school.
- Actively participating in performance management.
• Identify personal training needs and other learning activities as required.

• Develop an understanding of polices & procedures, complying with their contents and raising concerns in a timely manner.

• To recognise own strengths, areas of expertise and use these to advise and support others.

• The post holder may be required to undertake other duties that are commensurate to the post holder’s abilities, position & grade.

• The duties listed above are examples of duties at this level and other duties of a similar level/nature may be undertaken by individuals and are not excluded simply because they are not itemised.

The above is a summary of the main duties and responsibilities of the post. The tasks involved within each responsibility area have not been detailed.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

**Person Specification**

• GCSEs A-C including maths and English (or equivalent) (would take into consideration estimated mock results for those candidates awaiting results)

• Willing to undertake NVQ whilst working

• A commitment to complete the apprenticeship

• Need to be able to travel to Blackwood School

• Good IT skills with a knowledge of a range of different computer packages eg Word, Excel, PowerPoint, etc

• Well organised with the ability to work to tight timescales and demonstrate attention to detail

• Good communication and interpersonal skills to effectively deal with a wide range of customers, pupils and other members of staff.

• Ability to work individually and as an effective team member.

• An understanding of the need to deal with customers sensitively and to keep information confidential.

• Ability to take on individual project work and demonstrate initiative.