



Administration Apprentice
Job Description & Person Specification

Job Description

Job Title:	Administration Apprentice
Pay Grade / Scale / Range:	Apprentice Rate
Benefits & Perks:	Flexible Working, Occupational Pension Scheme, Occupational sickness scheme
Working hours:	36 hours 40 minutes per week Based on Monday to Friday – 8am – 4pm (different working patterns will be considered)
Location:	You may be required to work at any site of the New Bridge MAT
Special circumstances:	Some out-of-hours working required at busy times.
Staff responsible to:	Trust Governance and Executive Assistant
Staff responsible for:	None
Accountable to:	Chief Executive Officer
Probationary period:	26 working weeks

Job Purpose

To provide routine general clerical and administrative support and financial support the New Bridge Central Executive Team

Main Duties and Responsibilities

- Providing high-quality customer service through answering routine telephone and face-to-face enquiries, taking messages and forwarding them on to the relevant person as required
- Welcoming visitors to the sites, ensuring health and safety and safeguarding procedures are followed, such as signing in/out of a register, issuing badges/passes or escorting visitors as required
- Preparing and formatting documents, spreadsheets, presentations, agendas, meeting papers, and other materials.
- Providing routine clerical support e.g. photocopying, filing, emailing, completing routine forms and other general administration
- Assisting with the organisation of meetings including the provision of refreshments and associated housekeeping tasks

- Maintaining records and information: This involves preparing documents and communications, managing shared calendars, and coordinating general inquiries received by the Central Team.
- Supporting routine communications with schools, colleagues and external organisations, including preparing and distributing emails, information and meeting or event details.
- Undertaking other reasonable administrative duties appropriate to the apprenticeship and providing support across the Central Team as priorities require.

Standard Duties

- To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.
- To uphold and promote the values and the ethos of the organisation.
- To implement and uphold the policies, procedures and codes of practice of the organisation, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.
- To take a pro-active approach to health and safety, working with others in the organisation to minimise and mitigate potential hazards and risks, and actively contribute to the security of the schools, e.g. challenging a stranger on the premises.
- To participate and engage with workplace learning and development opportunities, subject to the organisation's training plan, working to continually improve own performance and that of the team/organisation.
- To attend and participate in relevant meetings as appropriate.
- To undertake any other additional duties commensurate with the grade of the post.

Our organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and post holders to share this commitment. For child protection purposes an enhanced disclosure will be required for this post.

Job Specification	
Selection Criteria	Assessed By
Education, Qualifications & Training	
• Willingness to undertake a NVQ Level 2 or Level 3 in Business Administration • Literacy and Numeracy Skills to carry out the requirements of the post	AF/I
Knowledge & Experience	
• Experience of using computer packages for word processing, spreadsheets, databases, emails and researching information • Experience of taking minutes or the willingness to learn • Experience of team-working to work effectively with others and meet deadlines and goals	AF/I
General Skills and Abilities	
• Written communication skills to word process documents, take accurate messages and pass them on to others • Ability to follow instructions, procedures and policies • Ability to work effectively with others and to meet deadlines • To be willing and able to work flexibly including moving between sites • Communication skills to deliver polite, courteous and efficient customer service, in person and over the telephone • Organisational skills to prioritise work and complete tasks to deadlines • Good literacy and numeracy skills • Confidence in Microsoft 365 and other systems used by the Central Team, including Outlook, Word, Excel, PowerPoint, Teams and relevant online platforms.	AF/I

Abbreviations: AF = Application Form; I = Interview

N.B. Any candidate with a disability who meets the essential criteria will be guaranteed an interview