



Leigh Academy Blackheath Job Description

JOB TITLE: Admin Apprentice
RESPONSIBLE TO: Office Manager

Job Summary: Provide a comprehensive range of high quality administrative support with the Main School Office to ensure that all aspects of the day to day activities operate efficiently and effectively.

Apprenticeship Summary

Annual Wage:
Working Weeks: Term Time + 3 weeks
Working Week: Monday - Friday, 8.00am - 4.00pm
Total hours per week: 37 (including the 20% training element of the Apprenticeship)
Apprenticeship duration: 18months
Anticipated start date: Monday 8th November 2021
Apprenticeship level: Advanced Level Apprenticeship (Level 3)
Apprenticeship standard: Business & Administration
Positions: 1 available
Desired entry qualifications: GCSE Grade C/4 or above in Maths, English and ICT

Purpose of the Role

1. To maintain a good general knowledge of the Academy's systems in order to carry out duties effectively.
2. Manage and organise work of a confidential and complex nature, with considerable tact, diplomacy and a high level of commitment, customer care and flexibility
3. To successfully complete the relevant studies for Business Level 3 Administrator qualifications.

Key Responsibilities

- To assist the administrative team with various administrative duties including photocopying, scanning, shredding and filing.
- Undertake a diverse range of administrative duties with the Academy, to ensure well presented and accurate correspondence, reports and other documentation as directed by Line Manager and Senior Leadership.



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- To assist in accurately inputting and maintaining student records, data, timetable and reports the Academy's MIS (Bromcom)
- Supporting pupil reporting and collating
- Assisting in carrying out straightforward data analysis for teachers and staff (E.g SEND, FSM, PP & EAL)
- Receiving and dealing with enquiries from staff, parents and contractors both over the phone and in person.
- Answer, screen and forward incoming telephone calls answering queries where possible and redirecting appropriately.
- Distribute mail to relevant members of staff via pigeon holes or offices in a timely manner.
- Provide cover for Reception staff
- Actively source information and news from other Academies within the trust via Academy websites
- Establish good working relationships with all college staff, students, LAT staff and visitors
- Creation and circulation of the weekly briefing notes
- Filing and organisation of student files via paper and online ensuring data protection and GDPR are kept of highest importance at all times.
- Personally deliver urgent messages to staff/students
- Sort and attach appropriate postage to outgoing mail and prepare for collection by Royal Mail.
- Book taxis and couriers on behalf of staff and visitors.
- Place orders for stationery for the administration team.
- Maintain the college calendar.
- Organises meetings and events as directed by Office Manager & Senior Leadership.
- Carry out any other duties commensurate with the grade and general responsibilities of the post
- Comply with Health and Safety Regulations

Key Requirements

- Excellent organisational and planning skills with outstanding attention to detail
- Demonstrate a high level of initiative
- Computer literacy in office and G Suite
- Committed and enthusiastic
- Excellent attendance and time-keeping record

Academy Ethos

- To play a full part in the life of the Academy Community, to support its distinctive mission and ethos, encouraging and ensuring staff and students to follow this example



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- Promote actively the Academy's Corporate policies
- Comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate.

Review of Job Description

The above duties and subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the Business Manager. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete particular duties.