



**Business Administration Assistant Apprentice (Level 2)
Great Academy Ashton, part of Great Academies Education Trust**

We are a small academy trust with three high schools and one primary school which crosses the LA boundaries of Tameside and Rochdale.

We are currently looking to recruit a Business Administration Apprentice to learn all aspects of administration within the school office. This position is term time only.

Duties will include but not limited to.

- Providing full administrative and clerical support for the attendance team and other staff, as directed
- Undertaking word processing tasks including the production of letters, reports, utilising ICT packages e.g. emails, databases, spreadsheets, SIMS, bespoke software and the internet
- Accurately inputting to databases and spreadsheets and maintaining manual and computerised records
- Manipulating and analysing data to produce reports/management information
- Providing general administrative support e.g. photocopying, filing and responding to routine and complex correspondence
- Taking notes/minutes of meetings and supporting the organisation of meetings including typing agendas, collating papers, booking meeting rooms and arranging catering
- Maintaining and collating information as required on pupil data e.g. attendance data

Desired skills

- Ability to use IT systems e.g. Microsoft package including word, excel and access
- Ability to work within a team and have a flexible approach within that team
- Ability to promote a positive ethos and role model positive attributes.
- Ability to organise workload.
- Ability to deal with a wide range of people using various forms of communication i.e. telephone, e-mail, face to face

Great Academies Education Trust is committed to safeguarding the welfare of children and the successful candidate will be required to apply for an Enhanced Disclosure from the Disclosure and Barring Service.

Please visit our website <http://gaa.org.uk/school-vacancies/> for an online application pack. Alternatively, please contact the Academy on 0161 241 9555. Please return your completed application form to admin@gaa.org.uk or post to Great Academy Ashton, Broadoak Road, Ashton under Lyne, OL6 8RF.

You can also apply via the National Apprenticeship Service

Please note that we are unable to accept CVs

Closing date for applications 9am on Thursday 19th July 2018