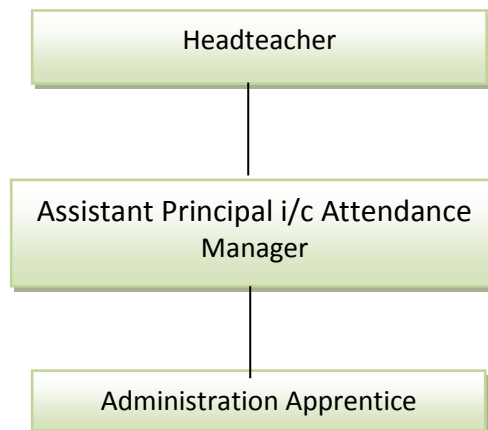


Great Academy Ashton

Job Title	Administration Apprentice – Attendance Team
Band	£9,000 per annum
School	Great Academy Ashton
Responsible to	Assistant Principal i/c Attendance
Responsible for	None
Hours of Duty	Term Time Only 36 hours per week, split over the working week, to include 20% allocated training time.
Any Special Conditions of Service	<ul style="list-style-type: none"> • The post holder may be required to attend evening meetings • The School operates a Smoke Free Policy for all its employees and this applies to any building and associated grounds within the immediate vicinity of the building which is wholly owned, leased or operated and occupied by GAET. • Term Time Only

The school is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

Organisation Chart



Purpose and Objective of the Role

To gain work skills, qualifications and experience to help the participant increase their confidence and experience and enable them to apply for further employment with organisations on completions of the Apprenticeship.

To contribute towards providing the best service possible to staff, students, parent/carers of Great Academy Ashton in accordance with school policies and procedures.

Control of Resources

Personnel

To be self-motivated and able to manage own workload and training responsibilities.

Financial

To work in accordance with the financial regulations and procedures of the School.

Equipment/Materials

To be responsible for the safe use and maintenance of equipment/furniture/materials as used by self.

Health/Safety/Welfare

Responsible for the health, safety and welfare of self and others in accordance with School Policies and procedures.

Equal Opportunities

To work in accordance with the School's Policy relating to the promotion of Equal Opportunities.

Training and Development

To take responsibility for identifying training and development needs in conjunction with placement managers and training providers. To take responsibility for attending training sessions and producing the work required, completing the full Apprenticeship framework.

Relationships (Internal and External)

Internal

1. School Staff
2. Senior Managers
3. Governors
4. Volunteers
5. Pupils

External

Partner agency colleagues, schools, training providers, community and voluntary organisation staff, members of the public, parents and suppliers of goods and services.

Responsibilities

The apprentice must –

1. Perform his/her duties in accordance with the School's Equality and Diversity Policy
2. Ensure that the School's commitment to public service orientation and care of our customers is provided.
3. Be able to render regular and efficient service to undertake the duties of the post
4. Be aware of and apply Great Academy Ashton's behaviours at all times

Principal Duties

1. To provide full administrative and clerical support for the attendance team and other staff, as directed.
2. To undertake word processing tasks including the production of letters, reports, utilising ICT packages e.g. emails, databases, spreadsheets, SIMS, bespoke software and the internet
3. To accurately input to databases and spreadsheets and maintain manual and computerised records
4. To manipulate and analyse data to produce reports/management information
5. To provide general administrative support e.g. photocopying, filing and responding to routine and complex correspondence
6. To take notes/minutes of meetings and support the organisation meetings including typing agendas, collating papers, booking meeting rooms and arranging catering
7. To maintain and collate information as required on pupil data e.g. attendance data.
8. To manipulate and analyse data to produce reports/management information
9. To act as a first point of contact undertaking reception duties and answering telephone and face to face enquiries
10. To act as a first aider, following relevant training.

Secondary Duties

1. To make a positive contribution to the school, supporting and promoting its ethos, aims and the development/improvement plan.
2. To comply with and assist with the development of school policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person (in line with relevant policies).
3. To promote equality and diversity.

4. To participate in training and other learning activities and performance development as required.
5. To attend and participate actively to meetings as required.
6. To appreciate and support the role of other professionals.
7. To recognise own strengths and areas of expertise and use these to support and advise others.
8. To undertake such other duties and responsibilities of an equivalent nature as may be determined by the Headteacher (or nominated representative) in consultation with the postholder and if she/he wishes wither her/his trade union representative.

Job Description prepared by Dated.....

Agreed by PostholderDated

HeadteacherDated