SWANMORE COLLEGE

 LEVEL 3 BUSINESS ADMINISTRATOR APPRENTICE ROLE PROFILE

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| POST TITLE | Business Administrator Apprentice  |
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| Purpose:  | To provide Visitor Reception and administration support for the College |
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| Reporting to: | PA to Headteacher/Senior Administrator |
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| Liaising with: | Other members of the admin team, teaching staff, support staff and occasionally pupils. |
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| Working Time: | 8.00 – 4.00 – Monday – Thursday - Term Time Only8.00 – 3.30 – Friday – Term Time Only |
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| Disclosure level: | Enhanced |

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| Outline Tasks |  |
| Visitor Reception | * Receive visitors to the College (shared role)
* Answer routine enquiries from staff and visitors
* Ensure the smooth running of Visitor Reception (shared role)
* Update Visitor Reception notice boards
* Refer visitor enquiries
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| Administration | * Provide admin support for staff as requested
* Answer/action emails
* Deal with incoming and outgoing post
* Maintain accurate records in SIMS (shared role)
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| Corporate and statutory initiatives – equalities, health and safety, e-government/sustainability | A range of health and safety responsibilities, including* Health and safety responsibility for self & children in what is a child centred environment
* Maintain the visitors’ signing in list, issuing visitors passes plus H&S leaflet and Visitors/Volunteers Procedures paperwork
* Ensuring that all visitors are given into the care of a member of College staff
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| Additional duties | * To play a full part in the life of the College community, to support its mission and ethos and to encourage and ensure staff and pupils follow this example
* To continue personal development as agreed
* To engage actively in the performance review process
* Any other such duties as may reasonably be allocated by the Headteacher or PA to Headteacher/Senior Administrator

Whilst every effort has been made to explain the main tasks and responsibilities of the post, each individual task undertaken may not be identified. |

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| The main contacts* PA to Headteacher/Senior Administrator daily to discuss work priorities
* Pupils/Teachers/Tutors daily - queries and telephone services
* Contractors
* Parents/Carers
* Other visitors
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| Specific Essential Qualities* Technical skills – Word & Excel would be beneficial
* Minimum Grade 4 GCSE in English & Maths
* Effective writing and speaking skills
* Ability to prioritise workloads and work to deadlines without supervision
* Organised.
* Good communicator with a ‘can do’ attitude
* An understanding of the importance of confidentiality
* Friendly, kind and willing to work as part of a team
* Confident in dealing with telephone and face to face enquiries
* Willingness to learn and develop new skills
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