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 Only  8.00 – 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 |
| Administration | * Provide admin support for staff as requested * Answer/action emails * Deal with incoming and outgoing post * Maintain accurate records in SIMS (shared role) |
| 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 |
| 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 |