



Apprenticeship Job title	Business Administrator Apprentice in School
Service/School	Holmfirth High School
Location	Holmfirth
Salary	£9.18 per hour
Working week & Hours	37
Contract type & Duration	Fixed-term Apprenticeship up 21 months to include end point assessment
Reporting to	
Closing Date:	Thursday 9 February 2023 at 9am
Eligibility to apply	<p>Please note you are only eligible to apply for this role if:</p> <ul style="list-style-type: none"> • You have been resident in the UK for at least 3 years (there are some exceptions to this so applicants will need to be considered on case by case basis as required) • You are not in full time compulsory education • You are able to meet the entry requirements of the qualification and to undertake the studying and coursework required to complete the course

Apprenticeships with School

Holmfirth High School is a wonderful place to work and develop your career. We work hard to ensure that students get the very best quality of learning experience, thus supporting them to achieve the very best outcomes. We are a school community where relationships are positive, respectful and friendly.

We strive to do our best for all our students so that they leave us as well-rounded, decent young people who have achieved as highly as possible and have experienced a wide range of opportunities in and out of the classroom.

We are an incredibly busy school community with lots going on all year round. We are fortunate in having an exceptional staff team who enthusiastically provide a wealth of extra-curricular activities and experiences for our students to enjoy.

We have a well-established passion for collaboration; working in partnership with a range of other alliances, schools, colleges and universities to: share best practice; support and train entrants into the profession, and to provide exciting professional development for all our staff.

This Apprenticeship involves learning and putting into practice the broad range of reception and administration skills, including customer care and IT skills, required in a busy school office.

As part of this role, you will be undertaking office duties such as handling telephone calls, photocopying, emailing, maintaining files and records, distributing mail, assisting in the planning and preparation of meetings, maintaining office and classroom supplies, coordinating the repair and maintenance of office equipment & machinery, responding to parent and pupil enquiries, maintaining public display areas and notice-boards and developing and maintaining effective work relationships

with colleagues, pupils, parents and visitors to School. You will be based in our main admin office and will become a key member of the admin team for our School.

Term time working arrangements are routinely operated within schools which involves you attending your place of work during the School's normal opening dates. Where it may not be possible to attend the workplace during School holiday closure periods the School will provide you with additional work to undertake in support of your training during this time. There is also an expectation that you will continue with your studies including, attendance at your training provider during this period.

The role

You will learn and deliver a range of the following duties:

- To contribute to a friendly and professional admin and reception service to all visitors and callers, where applicable.
- Use IT applications to support the full range of office processes.
- Organise, arrange, prepare and minute meetings, where applicable.
- Develop and maintain office procedures - such as recording and distributing mail, filing and maintaining public display areas.
- Excellent IT skills are required in order to maintain accurate records/statistics using a computer system
- Use and monitor the use of office equipment such as fax and photocopier.
- To carry out finance-related activities, where applicable.
- Develop and maintain effective work relationships with colleagues and parents, face to face or on the telephone.
- Contribute to the improvement of personal and team performance.
- Develop an understanding of equal opportunities and other Council policies.
- Monitor and ensure a safe and secure workplace.
- Undertake studies/coursework to prepare for external examinations. Prepare portfolios as evidence of skills acquired with appropriate support and training in order to achieve the Business Administration Framework or an alternative framework by agreement (subject to external funding).
- Undertake appropriate development and training to fulfil the requirements of the post.
- It will be expected that you deal with information in a sensitive and confidential manner

Responsibilities

- Provide an effective, flexible and responsive administrative/business support service to key members of staff and carry out tasks as directed by them.
- To act as first point of contact for these staff, taking messages and dealing with queries.
- To ensure correspondence, documents/reports and data are produced and formatted to high standards ensuring accuracy and confidentiality.
- Provide admin support to other departments as required.
- To ensure adequate filing systems are maintained and kept up to date.

Selection criteria

We are looking to appoint a self-motivated, hardworking, friendly and enthusiastic administrator to join our team. The successful candidate will have the following qualities:

- Educated to GCSE standard (English and Maths grade 4 or above) or equivalent

- Able to demonstrate an aptitude for the skills taught in the Apprenticeship (for example through work experience, qualifications or references)
 - Experience of Microsoft Office applications, including Word and Excel
 - Excellent people and communication skills.
 - Be a team player with kind and caring nature.
 - Willing to go the extra mile
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- College attendance and successful completion of these studies is an essential requirement of this Apprenticeship.

Holmfirth High School is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share the commitment. Appointments will be subject to an Enhanced DBS check.

Privacy Notice - at Kirklees Council we take your privacy seriously and will only use your personal information within Kirklees Council to support your expression of interest. We will hold the information about you securely, and no longer than reasonably necessary.

Further information - If you would like further information about how we manage your data, please see the privacy notice for Kirklees Council at <http://www.kirklees.gov.uk/beta/information-and-data/how-we-use-your-data.aspx>