



## Job Description and Person Specification



<b>Post Title:</b>	Administrative Assistant Apprentice
<b>Responsible to:</b>	Academy PA/HR Officer – to provide whole school administrative support.
<b>Hours, weeks and Salary</b>	Band C with potential to progress to Band D. 37 hours per week, term time plus 3 directed days (working 195 days per year as directed). Actual Salary £15,937 to £16,255 with potential to progress to £16,581 to £16,913 Plus, apprenticeship training package and support and access to the Local Government Pension Scheme.

### Main Purpose of Job

As a member of our Professional Support Staff the postholder will develop a wide range of skills and experience in each of the key administrative support areas of the school including, HR, Finance, Data and Pastoral Support.

The post holder will follow an advanced apprenticeship training package to support their professional development and to meet the needs of the school moving forward.

This is a uniformed post and uniform will be provided.

The post holder will work in collaboration with a range of staff across the School and Trust in the discharge of their duties and will at all times work within and contribute to the legal, regulatory and policy frameworks of the School and wider Trust.

All staff are required to work in a way that encourages a positive work environment that is solution focused and proactive for all. We are all aiming for operational excellence.

For the purposes of this Job Description and Person Specification, Trust is Inspire Trust and all Academies working within the Trust. All duties outlined below are the responsibility of the post holder who will be accountable for delivery. Where there is specific connectivity with another post or the lead responsibility for an activity lies with another member of staff this is stated and will be expanded on in the Operational Schedule (or procedures) for this post.

Inspire Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, other workers and volunteers to share this commitment.

**Excellent standards of behaviour, respect and learning depend upon the 'tone' set by all members of the Trust community. We build upon our strengths – together!**

**Inspire Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, other workers and volunteers to share this commitment.**

## Main Duties of the Post (including Leadership, Accountabilities and Operational Activities).

**A=Accountability (which means being responsible for something to somebody)**

**L= Leadership (guide, direct and influence the outcomes of)**

**O=Operational (day-to-day management and control of these activities)**

<b>1</b>	<b>Apprenticeship Specific Role</b>	<b>A</b>	<b>L</b>	<b>O</b>
1.1	Deliver a wide range of administrative support services working in accordance with policy, procedure and legal and regulatory frameworks to deliver services to staff, pupils and our wider community.	✓		✓
1.2	Provide administrative support as directed for the following School and Trust Services:	✓		✓
	1.2.1 Reception.	✓		✓
	1.2.2 Attendance and First Aid.	✓		✓
	1.2.3 Pastoral Support including data entry, upkeep of pupil records, routine correspondence, records management and school events.	✓		✓
	1.2.4 Data including data entry for exams, timetabling and collation / dispatch of reports and other information.	✓		✓
	1.2.5 Finance – including cash handling and processing financial records.	✓		✓
	1.2.6 Human Resources including the preparation of documents for recruitment and induction.	✓		✓
1.3	In delivering the support outline in 1.2 above, the postholder will develop skills that underpin the apprenticeship programme.	✓		✓

<b>2</b>	<b>General</b>
2.1	Comply with all Trust policies and procedures and work in accordance with the Code of Conduct for Staff.
2.2	All employees will be asked to work at their level on pupil interventions to meet the needs and targets of the Trust. For support staff this will include First Aid (training will be provided).
2.3	Be aware of and support differences and ensure all pupils and staff have equal access to opportunities to learn and develop.
2.4	Participate and contribute to Appraisal and the development of Service Delivery Plans and Operational Schedules.
2.5	All employees will undertake regular and routine continuing professional development (including attendance and contribution to internal Training and Planning events) to ensure that they develop and recognise their own strengths and areas of expertise and use these to achieve and support others and the aims of the Trust.
2.6	Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person in accordance with policy.
2.7	Contribute positively to the overall ethos / aims of the Trust including participation in appropriate networks and projects.
2.8	Establish constructive relationships and communicate with others (inside and external to the Trust).
2.9	Organise and support Academy and Trust events as requested.
2.10	Any other reasonable and appropriate duties as directed by Senior Staff at any Trust Academy.
2.11	All staff are required to work in a way that encourages a positive work environment that is solution focused and proactive for all.

**Person Specification**  
**Post: Administrative Assistant Apprentice**



<b>Personal Skills Characteristics</b>		<b>Essential</b>	<b>Method of Assessment</b>
<b>1</b>	<b>Characteristics</b>		
1.1	Characteristics which suggests suitability to work in an educational setting (see effective behaviours below).	✓	AF/I/R
1.2	Ability to work as part of a team.	✓	AF/I/R
1.3	Having a flexible approach to day-to-day working and responding to the needs of the school.	✓	AF/I/R
1.4	Strong communication skills and the ability to follow instructions.	✓	AF/I/R
<b>2</b>	<b>Qualifications and Training</b>		
2.1	GCSE A* - C in English and Maths	✓	AF/CQ
2.2	Qualifications at Level 4 (AS, A'Level, BTEC)	Desirable	AF/CQ
2.3	ICT skills, including word processing at a minimum of Level 2.	✓	AF/I/CQ
2.4	Candidates must be willing to commit to and be successful on an appropriate administrative apprenticeship programme.	✓	AF/I/R
2.5	Candidate must be willing to commit to and be successful on a First Aid at work course and become part of the first aid team.	✓	AF/I/R
<b>3</b>	<b>Special Skills and Knowledge</b>		
3.1	Exhibit behaviours which suggest the potential to develop skills and knowledge to support the delivery of the tasks of the post.	✓	AF/I/CQ
<b>4</b>	<b>Personal Qualities</b>		
4.1	A genuine enjoyment of and positive attitude to working with young people whilst being able to recognise and maintain professional boundaries.	✓	I/R
4.2	An ability to stay calm and controlled in stressful situations	✓	I/R
4.3	An understanding of and commitment to equal opportunities issues both within the workplace and the community in general.		I/R
4.4	A commitment to the provision of anti-discriminatory and anti-oppressive practice.	✓	I/R
4.5	Conscientious, honest and reliable.	✓	I/R
<b>5</b>	<b>Mandatory Requirements</b>		
5.1	A DBS check at an enhanced level (formerly CRB check) must be undertaken by all candidates and be satisfactory as a condition of employment with Inspire Trust.	✓	C
5.2	School posts are exempt from the Rehabilitation of Offenders Act, 1974; all current convictions, cautions and bindovers must be declared on the application form or provided in a sealed envelope addressed to the Headteacher. The 2013 amendments to the Act allow that minor spent convictions, cautions and bindovers do not need to be declared.	✓	AF
5.3	References that confirm suitability to work with children, reference must be provided from current/most recent employer and will not be accepted from members of candidate's family.	✓	AF
<b>6</b>	<b>Physical Requirements</b>		
6.1	Health and physical capacity for the role.	✓	I/R
6.2	A good attendance record in current employment, (not including absences resulting from disability).	✓	I/R

## 7. Effective Behaviours

The Trust looks for evidence from all candidates of effective behaviours which we value and have found to be consistent with high performance. Part of our selection process will be to assess whether candidates can demonstrate that they have exhibited these behaviours in their current or previous employment, education, voluntary or other activity. Candidates are advised to read the following carefully and provide examples of these in the 'Information in Support of the Application' section of the application form. Candidates should be prepared to discuss these in the interview process.

7	Effective Behaviours	Method of Assessment
7.1	<b>Managing self and personal skills:</b> Willing and able to assess and apply own skills, abilities and experience. Being aware of own behaviour and how it impacts on others.	A/I/R/OT
7.2	<b>Delivering excellent service:</b> Providing the best quality service to all pupils and staff and to external customers e.g. clients, suppliers. Building genuine and open long-term relationships in order to drive up service standards.	A/I/R/OT
7.3	<b>Finding innovative solutions:</b> Taking a holistic view and working enthusiastically and with creativity to analyse problems and develop innovative and workable solutions. Identifying opportunities for innovation.	A/I/R/OT
7.4	<b>Embracing change:</b> Adjusting to unfamiliar situations, demands and changing roles. Seeing change as an opportunity and being receptive to new ideas.	A/I/R/OT
7.5	<b>Using resources:</b> Making effective use of available resources including people, information, networks and budgets. Being aware of the financial position of the Trust and impact of decisions on this.	A/I/R/OT
7.6	<b>Engaging with the big picture:</b> Seeing the work that you do in the context of the bigger picture e.g. in the context of what the Trust is striving to achieve and taking a long-term view. Communicating vision clearly and enthusiastically to inspire and motivate others. Appreciating the role of others, their impact on you and your impact on them.	A/I/R/OT
7.7	<b>Developing self and others:</b> Showing commitment to own development and supporting and encouraging others to develop their knowledge, skills and behaviours to enable them to reach their full potential for the wider benefit of the Trust.	A/I/R/OT
7.8	<b>Working with people:</b> Working co-operatively with others in order to achieve objectives. Demonstrating a commitment to diversity and applying a wider range of interpersonal skills.	A/I/R/OT
7.9	<b>Achieving results:</b> Planning and organising workloads to ensure that deadlines are met within resource constraints. Consistently meeting objectives and success criteria.	A/I/R/OT

**Key to abbreviations:** **AF** Application Form, **R** References, **I** Interview, **CQ** Certificate of Qualification, **OT** Occupational Testing, **DBS** Disclosure and Barring Service Check

This specification has been prepared in accordance with the requirements of the Trust's Equal Opportunities in Employment Policy. We undertake to make any 'reasonable adjustments' to a job or workplace to counteract any disadvantages a disabled person may have.