



Business Admin Apprentice L3
Bedlington Academy
Applicant information pack

Business Admin Apprentice L3

Required as soon as possible

Salary £10,418 - £13,177 FTE actual £9,192 - £11,626

37 hours per week, term time plus 5 additional days

Bedlington Academy is a part of the North East Learning Trust and are seeking to appoint a Business Admin Apprentice to join our dedicated team.

Bedlington Academy is a caring, friendly and inclusive school that is driven by a clear focus on learning and a desire to develop high aspirations in our students. Bedlington Academy is a loyal and close-knit community school where individuality is valued and where tolerance, acceptance and inclusiveness run deep. We successfully manage our own catering service, offering a wide and varied range of meals to staff and students and our team also caters for all hospitality events taking place at the Academy.

Our vision is simple and shared by all schools in the North East Learning Trust- that every child experiences excellence every day.

We are committed to:

- A vibrant learning community with enthusiastic and engaging students
- A positive and caring ethos
- An excellent learning environment and resources
- A team of hardworking, dedicated and friendly staff where everyone is valued
- A supportive and effective governing body

We can offer:

- National Terms and Conditions of Employment (NJC Green Book)
- Local Government Pension Scheme
- Employee Assistance Programme providing free confidential advice and counselling service 24/7 365 days per year

The successful candidate will have:

- Excellent communication skills.
- Be able to work under pressure and meet deadlines
- The ability to work independently and as part of a team.

Deadline: Noon on Monday 28 November 2022.

Interviews taking place WC 28 November 2022.

How to apply:

Application packs can be downloaded from the website.

Letters of application should be no more than two sides of A4 and should be returned with application forms to jade.hutton@bedlingtonacademy.co.uk or by post to Jade Hutton, Bedlington Academy, Palace Road, Bedlington, NE22 7DS.

Job description

Post title:

Business Admin Apprentice Level 3

Responsible to:

Office Manager

Job purpose:

To provide general admin support for pupils, teachers and the whole school.

Duties and responsibilities:

- To provide the highest levels of administrative support and customer service to the wider school community
- To provide administrative support for events such as open evenings, parents' evenings and presentation evenings.
- Reception duties, including taking messages, answering enquiries and providing information, including from/to parents and other members of the public. Ensuring that school reception and incoming calls are resolved with the highest level of customer service
- General admin duties, for example photocopying, filing, post and distribution of letters.
- Collecting, recording and keeping up to date manual and computerised records to ensure a high level of accuracy is maintained and data and reports are produced as and when required.
- Liaising with staff, parents and external bodies via telephone or in person to meet the requirements of the school.
- Undertaking typing, composing memos, letters and newsletters and ensuring that all information produced is accurate
- To undertake financial duties within the school admin office including processing orders, administration of petty cash and cash handling
- To provide admin support in organising meetings and updating office systems and diaries.
- Such other responsibilities allocated which are appropriate to the grade of the post.
- To be able to work flexible hours when required

General

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Health and Safety:

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.

Person specification

	Essential	Desirable
Education/training	A good standard of literacy and numeracy skills	<ul style="list-style-type: none"> Maths and English grades 4-9 / A-C or equivalent Excellent ICT skills.
Experience	<ul style="list-style-type: none"> A good understanding of safeguarding and child protection, as well as data protection and confidentiality 	<ul style="list-style-type: none"> Experience working in an educational setting.
Aptitude and skills	<ul style="list-style-type: none"> Excellent attention to detail Excellent communication skills Ability to prioritise workload 	
Personal qualities	<ul style="list-style-type: none"> Good work ethic Positive Professional Flexible 	

References:

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

DBS:

North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

Pre-occupational health:

Pre-occupational health check is an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be granted an interview if the essential job criteria are met.