



Beacon Academy Trust
A COMPELLING VISION FOR SUCCESS



Education, training, skills and employment services on one campus to raise standards in education for ALL

Beal High School



Based at the Beacon Campus



COMPELLING VISION FOR SUCCESS

Beal High School (part of Beacon Multi-Academy Trust)

Beacon Campus

School Administration Apprentice

Salary: £5.60/hour

36 Hours per week, 44.26 Weeks per year

Required: ASAP

This is an outstanding school. “Exemplary behaviour, mutual respect and a highly inclusive culture are key contributory factors’ (Ofsted 2012)

We are seeking to appoint an Administration Apprentice to support a busy educational trust. The Administration Apprentice will be required to undertake administration in all areas.

Administrative duties are likely to include the following:

- Reception duties
- Checking and responding to emails
- Filing
- Shredding
- Data entry (spread sheets and SIMS)
- Producing letters

The Trust is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. The below documents must be read prior to applying for this role and will be factored into interviews:

[Keeping Children Safe in Education](#)

[BMAT – Safeguarding and Child Protection Policy](#)

An Enhanced DBS (with list checks) is required for this post.

Further information and an application form can be found at
www.beaconacademytrust.co.uk

Please forward your electronic applications to beasuccess@beaconacademytrust.co.uk

Please note we reserve the right to close or extend this position depending on application numbers, therefore we would urge candidates to submit an application as soon as possible.

ROLE DESCRIPTION

Purpose of role

To undertake a range of administrative duties to support the School Administration Team to deliver a consistent, high quality, integrated and seamless service

General duties and responsibilities

Post

- Collect post from Upper Site and bring to Lower Site to frank, along with outgoing post from KS3
- Sort incoming and internal post and deliver to department trays, in staff rooms, as appropriate
 - Reception
- To be based in Reception where there is a spare computer for administrative work
- To take in goods
- To meet and greet visitors
- To keep the diary for visitors expected
- To operate the buzzer for entry/exit
- To cover other receptions where needed:
 - On-Call related duties
- To pass messages to teachers/students
- To collect students from class and take them to where they are needed
 - General administration
- To type letters/make appointment etc as required
 - Filing
- To assist administrators with filing
 - First Aid
- Willingness to be First Aid Trained
- To assist with paperwork associated with First Aid
 - Printers
- To be responsible for keeping them stocked with toner and paper
 - Stationery
- To keep the stationery cupboard tidy and report when stocks are low

The above mentioned duties are neither exclusive nor exhaustive, duties and responsibilities of the post may change as requirements and circumstances change. The post holder may be required to carry out such other duties as requested by management that are broadly within the level of the post.

ROLE CRITERIA

		Essential (E) Desirable (D)	Application (A) Interview (I) Reference (R)
Teaching Qualifications and Experience			
1.	Qualification at Level 2 (Grade C or above) in English, Maths and Science	E	A
Knowledge/Skills/Experience			
2.	Excellent organisation and administrative skills	E	A/I
3.	Excellent written and verbal communication skills, including telephone skills	E	A
4.	Excellent IT skills, and proficient in the use of IT packages	E	I/R
5.	The ability to absorb information readily and speedily and work under pressure	E	A/I/R
6.	Work constructively as part of a team and work independently	E	A/I
7.	A good understand of the need for confidentiality	E	A/I
8.	Attention to detail	E	A/I
9.	Flexibility as the role may require working between Academies within the Trust	E	I
Personal Attributes			
10.	Be willing and able to undertake a wide range of duties as required	E	A/I
11.	Able to adapt and embrace change	E	A/I/R
12.	Ability to find innovative solutions to problems/issues	E	A/I/R
13.	Ability to relate well to staff, students', parents and public	E	A/I/R
14.	Ability to work cooperatively as a positive team member and leader	E	A/I/R
15.	A positive, "can-do" approach with colleagues and students	E	A/I
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