

London Borough of Bexley Placement Description

Job Title:	Level 2 Apprenticeship Placement (12 months) Business Administration
Department:	St Fidelis Catholic Primary School www.st-fidelis.bexley.sch.uk
Qualification:	Level 2 Business Administration
Location:	Bexley Road, Erith DA8 3HQ
Reports to:	Business Manager
Salary:	£7185.00 per annum
Hours:	36 hours per week Monday – Thursday 8am – 5pm Friday 8am – 12 noon 52 weeks

An excellent training opportunity has arisen for a dedicated individual to grow and develop in the business centre of a local primary school. The ideal candidate must have excellent communication skills; be able to plan and organise their workload and enjoy a working environment that focuses on making a difference for pupils and their parents/carers.

Please be aware annual leave entitlement must be taken outside of term time.

Main purpose of the placement:

This apprenticeship opportunity will provide valuable work experience in administration area in order to meet the needs of both the organisation and qualification criteria. Under supervision the trainee will provide day-to-day support and assistance in basic areas of work undertaken by the team. The trainee will be released from the work place to attend college as required and will be expected to undertake all necessary studies to achieve the formal qualification which is part of the Government's apprenticeship framework.

Major Duties and Responsibilities:

The trainee will be expected to:

- Use initiative.
- Work with colleagues, taking instruction, making notes and meeting the basic needs of the team.
- Attend regular monitoring sessions with supervisors, placement co-ordinators and college assessors
- Perform a range of level 2 duties which include specific tasks related to the formal qualification.
- Regularly attend and meet the needs of the college and qualification by meeting deadlines and action plans and being prepared and available for observations in the workplace.

- Communicate with both internal and external customers to the standard expected using a range of communication methods (verbal, written, telephone, email, letter etc).
- After training be able to deliver an acceptable level of customer service at all times.
- Research and collate basic data/information required both in the workplace and at college
- Have basic knowledge of appropriate ICT systems including email and other software packages such as MS Word, Excel and any other package in order to provide an efficient and effective service.
- Comply with the use of ICT systems to ensure filing structures, accessibility, privacy and legal guidelines are adhered to.
- Report to supervisor if agreed timescales, targets and service standards cannot be met.
- Provide general information and advice regarding the services provided by the team
- To undertake any other duties that may be reasonably required both in the workplace and as part of the qualification.

Specific Tasks of the Apprenticeship

Under supervision the trainee will be expected to assist in the administrative and clerical duties of the team - these will include:

- Electronic filing, photocopying, scanning
- Dealing with routine enquiries
- Keeping accurate records on a range of ICT systems
- Communicating with internal and external customers and colleagues (verbally and in writing)
- Preparation and support for meetings
- Helping the school with marketing, preparation of newsletters and information for their website
- Amending and routing standard correspondence
- General administration support to departments within the team
- Reception duties
- Clerical support to the school Governor's

Job Activities:

The role of the apprentice is generic; its objective is to provide work-based learning which enables the individual to become competent to a level 2 standard. The individual will be closely supervised and expected to work in a flexible manner and carry out appropriate work to maintain service objectives. It is a work-based learning opportunity which allows individuals the opportunity to bridge the gap between full time education and employment by offering live work experience which leads to individuals achieving a competency based formal qualification.

Knowledge, Competence and Skills: Person Specification

SELECTION CRITERIA	ESSENTIAL/ DESIRABLE	METHOD OF ASSESSMENT
<u>1. Education</u>		
5 x GCSEs at A-C level (including English)	Desirable	Application Form
5 x GCSEs at A-F	Essential	

<p><u>2. Ongoing Training</u></p> <p>Secured college placement to study on a part time basis Level 2 in business administration</p>	<p>Essential</p>	<p><i>(to be arranged by the organisation for the successful candidate)</i></p>
<p><u>3. Relevant Experience and Knowledge</u></p> <p>Demonstrate basic commitment and knowledge of the scheme, qualification and organisation.</p> <p>Ability to learn and adopt organisational procedures and follow legislative guidelines whilst maintaining confidentiality and sensitivity in all circumstances.</p> <p>Willingness to learn ICT packages to input and manipulate data, which will include Word, Outlook, Excel and some bespoke software.</p> <p>Work experience in the chosen vocational area.</p> <p>Good written and verbal communication skills.</p> <p>Ability to pay attention to detail</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Desirable</p>	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>