

Title of Post	Apprentice	
Salary Scale	Level 2/3 Apprenticeship, starting salary £5,267, FTE £6,349	
Hours	37hr/week term time only + training days	
Responsible to	Business Manager	The duties may be varied by the Principal to meet changing circumstances in a manner compatible with the post
Employment duties	To carry out the duties contained within this job description in a professional and supportive manner and to work towards the agreed aims of the school.	
Purpose of Job	(i)	To assist with administration within the School
	(ii)	Support the management of communications with parents and the public
Duties & Responsibilities	Admin Duties	
	<ul style="list-style-type: none"> To provide a positive, professional first impression by greeting all visitors To provide a professional and courteous telephone manner at all times To provide assistance and guidance to visitors as required To be aware of the importance of the signing in and out process of all guests and visitors issuing and collecting identity badges to all visitors and contractors To assist with the distribution of external and internal post, parcels etc To keep the information guides and leaflets up-to-date To provide general administrative and secretarial support around the school working with a variety of departments To be aware of school activities & events that are taking place, so as to be able to deal with any enquiries that may arise 	
	Appraisal or review of performance	
	<ul style="list-style-type: none"> To participate in the current arrangements made for the appraisal or review of my performance. 	
	Liaison	
	<ul style="list-style-type: none"> Working closely with colleagues, students and other stakeholders to deliver a vibrant and changing programme over the academic year 	
	Review, induction, further training and development	
	<ul style="list-style-type: none"> To undertake training, courses and qualifications which are appropriate to the duties and responsibilities of the post 	
	Events	
	<ul style="list-style-type: none"> To support and attend the calendared School activities and events 	
	Health & Safety	
	<ul style="list-style-type: none"> Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons in accordance with the school's Health & Safety Policy Uphold and promote safe working practice in line with Health and Safety procedures Stay up-to-date with theatre health and safety practices 	
Duties & Responsibilities	Other	
	<ul style="list-style-type: none"> To support the furtherance of the school's mission statement To share responsibility with others for specific aspects of the school environment. To support colleagues in sustaining outstanding behaviour and attitudes to learning amongst students 	
	<i>To inspire excellence and develop potential</i>	
	<i>To act as a role model in high quality teaching and learning</i>	

Hinchingsbrooke School is committed to promoting and safeguarding the welfare of all students and expects all staff and volunteers to share this commitment

PERSON SPECIFICATION ~ APPRENTICE

Criteria	Essential/Desirable	Evidence
QUALIFICATION AND PROFESSIONAL DEVELOPMENT		
Good basic education to GCSE level in Maths and English, or equivalent	Essential	Application
A commitment to developing professional skills	Essential	Interview
SKILLS, KNOWLEDGE AND EXPERIENCE		
Experience of Reception function within an education setting	Desirable	Application/Interview
Previous experience of providing administrative support	Essential	Application/Interview
Experience in a hands-on, practical, physical role, where flexibility and pro-activeness have been key	Essential	Application/Interview
Evidence of taking initiative to reduce the administrative burden of teachers	Desirable	Application/Interview
Ability to work in an organised and methodical manner with attention to detail	Essential	Interview
Ability to maintain accurate work records and inventories	Essential	Application/Interview
Ability to interpret and work within the boundaries of legislation, policy and guidance relevant to the post	Essential	Interview
Good information and communication technology (ICT) skills	Essential	Application/Interview
Ability to work pro-actively within the team and inter departments, with guidance but under limited supervision	Essential	Interview
Ability to prioritise and manage a heavy workload and conflicting demands, whilst working to deadlines and under pressure	Essential	Interview
Previous experience of liaising and developing with a wide community of stakeholders especially parents and external agencies	Desirable	Application/Interview

INTERPERSONAL SKILLS		
Commitment to promoting and safeguarding the welfare of all students and staff	Essential	Interview
Ability to work independently as well as in a team	Essential	Interview
Ability to deal with difficult situations in an objective and professional manner	Essential	Interview
Ability to be diplomatic and tactful	Essential	Interview
High degree of discretion in dealing with confidential information	Essential	Application/Interview
Possession of Integrity	Essential	Interview
Dedication to providing excellent customer service	Essential	Interview
Ability to communicate complex information both orally and in writing in a clear, concise and articulate way	Essential	Application/Interview
Ability to form sound relationships with colleagues and the wider school community	Essential	Interview

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