

<b>JOB DESCRIPTION</b>	
<b>Role</b>	<b>Business Support Apprentice</b>
<b>Reports to</b>	School Business Manager
<b>Grade</b>	£7.00 per hour increasing to £8.00 per hour after 6 months probation.
<p>The job description encompasses the statements below. Members of staff should be willing to undertake any other tasks which the Headteacher reasonably requires.</p> <p>This job description will be reviewed annually. Any changes will be negotiated to meet the needs of the school.</p>	
<b>Main Responsibilities</b>	<ul style="list-style-type: none"> <li>• Warmly welcome and be the first point of contact for all parents, carers, children and visitors</li> <li>• answer face to face enquiries, carry out visitor checks and issue ID badges and ensure pupils and visitors sign in and out correctly</li> <li>• Answer the telephone professionally and politely</li> <li>• Attend and participate in relevant team and school meetings</li> <li>• Unpack and check off deliveries using delivery notes and deliver on FMS</li> <li>• Fulfil stationery requests sent to the school office</li> <li>• Photocopying, filing, writing letters, responding to emails, monitoring school office and Weduc inboxes</li> <li>• Contact suppliers and photocopy engineer if required</li> <li>• Print medication forms and take medication to classes</li> <li>• Deliver messages, collect children from class, take lunch boxes etc around the school as necessary</li> <li>• Update pupil records on SIMS</li> <li>• Update school office parent contact book and fire registers</li> <li>• Run reports using SIMS to assist with school photos etc</li> <li>• Monitor and assist with school trips</li> <li>• Book travel for school trips</li> <li>• Assist with ad-hoc ordering</li> <li>• Keep the office organised and tidy</li> <li>• Assist with any other administrative duties required within the school office</li> <li>• Comply with the policies and procedures relating to child protection, equality and diversity, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person</li> </ul>
<b>Purpose of role</b>	<ul style="list-style-type: none"> <li>• Under the guidance of senior staff you will be responsible for undertaking administrative and organisational processes for the school</li> <li>• To provide an effective and efficient administrative support service to the senior leadership team, board of governors and the school community</li> <li>• Provide accurate and up to date information to staff, governors, agencies, parents and children</li> <li>• To promote the school ethos with all children and the school community</li> </ul>
<b>Development</b>	<ul style="list-style-type: none"> <li>• To undertake training and development as relevant to the role</li> <li>• Be aware of recent legislation and developments relevant to your role</li> <li>• To take part in any relevant staff meetings, as and when appropriate</li> </ul>
<b>Data Protection</b>	<ul style="list-style-type: none"> <li>• Be aware of the council's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this</li> </ul>

## PURLEY OAKS PRIMARY SCHOOL

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	<ul style="list-style-type: none"> <li>Maintain client records and archive systems, in accordance with departmental procedure, policy and statutory requirements</li> </ul>
<b>Confidentiality</b>	<ul style="list-style-type: none"> <li>You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees' access to and use of the council's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.</li> </ul>
<b>Equalities</b>	<ul style="list-style-type: none"> <li>The council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.</li> </ul>
<b>Customer Care</b>	<ul style="list-style-type: none"> <li>Demonstrate a commitment to the council's Customer Care Policy.</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>Every employee is responsible for their own Health &amp; Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.</li> </ul>
<b>To contribute as an effective and collaborative member of the School Team</b>	<ul style="list-style-type: none"> <li>Participate in training to be able to demonstrate competence.</li> <li>Participate in first aid training as required.</li> <li>Participating in the ongoing development, implementation and monitoring of the service plans.</li> <li>Championing the professional integrity of the School service.</li> <li>Supporting Customer Focus, Best Value and electronic management of processes.</li> <li>Actively sharing feedback on School policies and interventions.</li> </ul>