
Job title: Apprentice Administrator

Main purpose of job:

To learn and provide administrative and reception support to ensure the smooth running of the reception areas and administration team, training alongside administration staff members as directed by the Executive Assistant.

To work in partnership with Chelmsford College to complete a Level 3 Diploma in Business Administration.

Department: Administration

Location: Plume Academy

Position reports to: Executive Assistant

Position is responsible for: N/A

Length of contract – Fixed term

Salary: In-line with Apprenticeship rates

8am – 4pm, Monday – Thursday

8am – 3.30pm, Friday

Term time only. 38 weeks per annum. For the duration of the apprenticeship course

Key Responsibilities and Accountabilities

Main Duties:

- to provide administrative support in the reception areas and administration teams across Fambridge Road and Mill Road campuses.
- to learn processes and procedures whilst in the academy in different areas of the administration team.
- to ensure incoming calls are answered in a timely manner. Ensuring messages are delivered promptly to staff.
- welcome visitors to Plume Academy ensuring protocols are followed in terms of signing in and Fire Drill and Safeguarding procedures explained.
- to carry out general office duties, ie typing, filing, franking post, distributing post to staff.
- to ensure all college work is completed in a timely manner and handed in before the deadline.

General

- to participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- to comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
- ensure that all duties and services provided are in accordance in the Academy's Equal Opportunities Policy.

The Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

Person Specification

Person Specification - Qualifications and Experience	Essential	Desirable
Educated to Level 3 standard of education	X	
Evidence of further professional study		X
Good level of understanding of ICT in Microsoft packages	X	
High standards of achievement and professionalism	X	
Excellent communication skills both written and oral and the ability to communicate effectively with students and staff	X	
Knowledge, Skills and Abilities	Essential	Desirable
Thinking creatively to anticipate and solve problems	X	
Organisational and planning skills including prioritisation of tasks	X	
Demonstrates outstanding leadership traits and is comfortable as a team player	X	
Ability to work as part of a team and on own initiative and with resilience	X	
Ability to utilise data effectively to monitor progress and evaluate performance		X
Staying calm and cheerful when working under pressure	X	
Sharing and contributing to the aims and ethos of Plume Academy including a positive attitude to working with people with disabilities	X	
Commitment to the personal development of all students, staff and self	X	
Knowledge and understanding of safeguarding issues	X	
Ability to involve parents/carers, teachers, pupils, and other stakeholders constructively in assisting with pupil needs	X	
Personal Qualities	Essential	Desirable
Treats people fairly, equitably and with respect to maintaining positive working relationships	X	
Ability to maintain trust and be highly respected by staff	X	
Has high expectations and shows a passionate commitment to developing the best in young people	X	
A creative and imaginative thinker who has the ability to identify innovative solutions to problems	X	
High level of communication skills both written and verbal and ability to address a range of audiences	X	
Commitment to safe-guarding and promoting the welfare of young people		
Flexible and adaptable	X	