



Job Description	
Post Title	Apprentice Business Administrator
Grade	Apprentice
Reports to	Academy Business Manager
Working pattern	Mon to Fri, 37 hours per week, Term Time Only
Locations	Cedars School (Low Fell) Cedars College (Gateshead Town Centre)

Apprenticeship

As an apprentice you will be in a learning role that is structured to provide you with the essential hands-on experience needed to gain the relevant qualification. You will be working alongside experienced colleagues who will supervise your development and you will have a dedicated mentor to provide you with support and guidance throughout your apprenticeship.

As an apprentice you will spend 20% of your working time engaged in your apprenticeship training which may consist of;

- Distance learning, webinars, online learning
- Mandatory, in-house training
- Job shadowing, mentoring
- Time spent researching, writing assessments/assignments

As an apprentice you will be expected to attend all necessary training activities as well as carry out your job duties as detailed below.

Purpose of the job

To undertake a variety of administrative and clerical procedures to support the consistent and efficient running of the Academy.

Key apprenticeship accountabilities

1. To undertake the specified apprenticeship to achieve a nationally recognised qualification

2. To report for duty on time at work and college as detailed by the employer and training provider
3. To complete daily/weekly attendance records
4. To gather evidence as instructed by the training provider in order to compile a portfolio for end point assessment
5. To attend meetings and/or training as set out by the training provider at the start of the apprenticeship

Core Responsibilities & Duties

Finance

- To obtain quotations for goods and services
- To create purchase requisitions for goods and services
- To input purchase requisitions into the finance system
- To place orders for goods and services
- To maintain contract records

Estates & Facilities

- To collate and maintain premises and asset records, and produce reports

HR

- To collate and maintain HR records and produce reports, e.g. training, staff surveys, etc.
- To support the HR Administrator to place vacancy adverts and administer the recruitment process

General administration

- To answer and direct phone calls and email enquiries
- To book and organise meetings
- To maintain the policy management system
- To update websites
- To prepare and issue a range of communications and marketing information
- To liaise with a variety of colleagues and external contacts in order to gather and share information

Key Skills & Competencies

- Ability to follow processes and procedures relating to GDPR, health and safety, HR, confidentiality, compliance, premises and IT.
- Accuracy and attention to detail
- Time management and organisation
- Communication
- IT skills
- Teamwork