

## SCHOOL ADMINISTRATOR APPRENTICE

**School Administrator Apprentice Level 3**

**£244.20 per week**

**Term Time only**

An exciting opportunity has arisen for a School Administrator Apprentice here at St. Joseph's Catholic Primary School in Stanley. There is an excellent opportunity to progress for the right candidate who is enthusiastic and willing to learn new skills. The successful candidate will play a crucial role in the day-to-day life of the school by providing a wide range of administrative support to keep everything running as smoothly as possible.



## SCHOOL ADMINISTRATOR APPRENTICE

**Vacancy ref no:** 1632

**Location:** Stanley

**Employer:** St. Josephs Catholic Primary School

**Hours of Work:** 37 hours per week, Mon – Fri 8-4 (30 mins for lunch)

**Salary:** Competitive salary

St Joseph's School is part of Bishop Wilkinson Catholic Education Trust, a family of 5 secondary schools and 24 primary schools from across Gateshead, Sunderland, Durham and Northumberland, in the west of the Diocese. St. Joseph's School is a learning community where the spiritual, moral, intellectual, social and physical development of the children is nurtured and developed, in a secure environment, based on Gospel values of God's Kingdom, revealed through Jesus and the teaching of His Church. The school is committed to giving recognition, respect, understanding and value to each individual within the community and to fostering the development of personal and interpersonal growth in an atmosphere of trust and openness. St. Joseph's is a Voluntary Aided Primary School, founded by the Diocese of Hexham and Newcastle, providing places for boys and girls aged 4 years to 11 years. In September 2020 a new nursery provision opened offering 15 & 30 hours provision to children aged 3 – 4. The nursery caters for 26 children. At present, there are 220 children on roll.

Job Description/Skills Required:

### **SUPPORT FOR THE SCHOOL**

- Ensure all visitors entering the school follow safeguarding procedures & policy
- Establish constructive relationships and communicate with other agencies/professionals
- Assist with marketing and promotion of the School
- Contribute to the planning, development and organisation of support service systems/procedures/policies
- Manage manual and computerised record/information systems
- Respond to all telephone calls & enquiries in a polite, professional manner and relay information to appropriate staff and students when expected to do so
- Record & sign on receipt for deliveries to the school and arrange for distribution
- Maintain & update school staff & student data as required
- Word processing, photocopying, routine administration tasks, and finance tasks where directed by line manager
- Operate room booking systems
- Reception duties
- To undertake filing, photocopying, collation of information and general clerical work on behalf of the Admin department.
- To undertake standard word-processing, presentation work, spreadsheet work and database input as required.
- To keep up to date with the school's requirements (policies and procedures).
- Undertake training and CPD as required
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required

### **PROFESSIONAL VALUES AND PRACTICES**

- To set an example to pupils, have high expectations of all pupils; respect their social, cultural, linguistic, religious and ethnic backgrounds; and be committed to raising their educational achievement
- Work collaboratively with colleagues as part of a professional team; and carry out roles effectively, knowing when to seek help and advice from colleagues
- Reflect upon and seek to improve personal practice
- Build and maintain successful relationships with pupils, parents/carers and staff.

### **Training and development**

- To attain the Level 2/3 qualification by attending tutorials and completing all assignments within the set timescales.
- To attend training sessions as appropriate, this may include off-site training days.
- To undertake responsibility for improving your own practice through observation of more experienced colleagues, participating in all available training opportunities,

coaching, working with a mentor, self-evaluation and performance management, including the school's training days.

- Attend college/training provider as and when required.

Meet deadlines of college/training provider

**Qualifications Required:**

- 5 GCSEs, grade A-C (or equivalent), including English and Mathematics.
- 3 A Levels or equivalent (Desirable)
- Experience of working with children in a primary school. (Desirable)

For more information and how to apply, please contact [info@accesstraining.org](mailto:info@accesstraining.org).