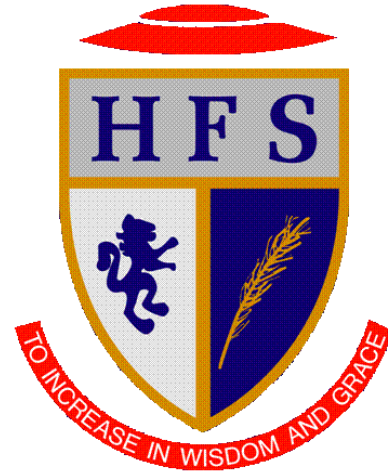


Apprenticeship Vacancy

Main Duties:

- Undertake relief reception service to the school, acting as the first point of in dealing with routine phone calls, taking messages and greeting visitors
- Communicate effectively with other staff, Governors, visitors, contractors, pupils and their families/carers
- Provision of administrative, clerical and secretarial duties as required including but not limited to completing registers, filing, typing, data input and medical admin
- Carry out analysis and evaluation of data to assist in the preparation of reports e.g., for office manager
- Obtain quotes from contractors and ensure that adequate and appropriate insurance cover is held by contractors.
- Take & type minutes at various meetings as required



Apprentice School
Administrator

Level 2 Business
Administration

Weekly Wage:
£144.30

Monday - Friday
8am - 4pm

Total hours per week: 37