

## BURNAGE ACADEMY FOR BOYS

**Burnage Academy for Boys** are looking for a passionate, hardworking and enthusiastic admin apprentice to support the daily routines in the office supporting the office manager.

Duties will include:

- To promote a positive image of the school in dealings with parents, visitors and outside agencies
- To ensure that the necessary resources support is available to teaching staff within the school
- To update all internal listings (staff files/addresses) etc
- Provide an efficient reception service dealing with visitors and telephone callers to the school and including liaising with parents and external agencies
- To use desktop publishing skills in the preparation of school documents, plans and policies, prospectuses, school displays, open/parent's evenings
- Maintain/update the school student database and student timetable
- Any other task as directed by the Headteacher

Working week

- Monday - Friday 8.30am - 4.00pm (All Year Round)

Total hours per week: 35.00

Desired skills:

- I.T literate (Microsoft Office packages)
- Numerate
- Good literacy
- Organised
- Good communication

Personal qualities:

- Well organised
- Reliable
- Honest
- Willing to learn and progress
- Good team player



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- Ability to work on own initiative

### Desired qualifications:

- Candidates to have GCSEs in maths and English at grades A-C (8-4) or equivalent qualifications

### Future prospects:

- Possible full time permanent position
- Fantastic opportunity to grow with the school
- Commitment to further training

### Things to consider:

- Candidates are responsible for making their own lunch and travel arrangements. If using public transport, please check bus/train times and availability before applying for the position

### Qualifications to be achieved at the end of the Apprenticeship programme: Level 3 Business Administrator Apprenticeship Standard

Expected duration: 18 months

Job Types: Full-time, Apprenticeship

Salary: £4.15 per hour – (National minimum wage for age)

Experience:

- Microsoft Office: Including Word and Excel

Annual Leave:

- from 25 days per annum

