



St George's Catholic Primary School

Job Description of the Admin Apprentice

Job Title:	Admin Apprentice
Responsible to:	School Business Manager/SLT
Salary Grade Range:	Apprenticeship rate - £8.00 per hour (£13,320 per annum plus training fees paid)
Hours of Work	37 hours per week consisting of 8:00am to 4:00pm (incl. 30 minutes unpaid lunch break) 4 days per week in school and one day per week at college
Weeks Worked:	Term time only (39 weeks per year including INSET days)
Responsible for:	N/A
Function:	To assist in all areas of administration, office and reception to support the smooth and safe running of the school
Outline of Duties:	• Use of ICT systems including Word, Excel, Powerpoint, Teams and in-house systems to produce letters, mail merges, spreadsheets, presentations, communications to parents • Reception cover, including meeting and greeting visitors, answering the telephone, dealing with queries from staff, students and external customers and sorting and distributing post and deliveries • Setting up meeting rooms, including refreshments • Reprographics duties, including copying and distributing documents • Maintaining filing systems • Assisting with the general administration of the school as required • Dealing with staff and pupil enquiries as appropriate • Attending training courses as appropriate • These duties are not exhaustive and additional duties may be required to ensure the safe and smooth running of the school.