



St Thomas More High School

Job Description of the Business Admin Apprentice

Job Title:	Business Admin Apprentice
Responsible to:	School Business Manager
Salary Grade Range:	Apprenticeship rate - £6.00 per hour (£9,990 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:	<ul style="list-style-type: none">• 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.