

JOB DESCRIPTION

SCHOOL: HOMEWOOD SCHOOL AND SIXTH FORM CENTRE

ASSOCIATE STAFF – GENERIC

STAFF NAME:

POST TITLE: ADMINISTRATIVE APPRENTICE

COLLEGE:

1 - JOB PURPOSE AND ACCOUNTABILITY

- 1.1 Providing Administrative support to help monitor attendance of all students in Years 7, 8, 9, 10 and 11.
- 1.2 To provide administrative support to other departments across the school as and when required.
- 1.3 Support the main reception as required to cover for any absences.
- 1.4 Your immediate responsibility is to:
 1. Your immediate responsibility is to: Director of I-College
 2. All staff are ultimately responsible to the Principal.

2 - GENERIC – ASSOCIATE STAFF

- 2.1 All staff play a part in the establishment and on-going development of the school and take a positive approach to the raising of standards and the development of the school. They can expect to be involved in appropriate meetings. You will meet weekly with your line manager to review the week's work and work for the coming week.
- 2.2 All staff can expect to be attached to a College. They will carry out the related duties as agreed and in accordance with their job description. Be prepared to undertake appropriate training if and when required.
- 2.3 All staff are expected to adhere to the schools principles and policies which underpin good practice and the raising of standards.
- 2.4 All staff share with other colleagues the responsibility for the maintenance of good order and adherence to school rules across the student population. All staff are expected to deal with issues that they encounter in an appropriate manner.
- 2.5 All staff are responsible for their own health and safety and the health and safety of students within their care, both on and off school premises and when engaged in school activities.
- 2.6 All staff provide support to the management of the school and assist in supporting the teaching and learning process of the school and provide support for school functions as appropriate.

- 2.7 To support the learning process and good administrative practices in the school.
- 2.8 To respond to the demands of teaching staff.
- 2.9 To support other associate staff by covering their duties if they are absent from work.
- 2.9a To carry out other duties as may be reasonably required by the Principal from time to time.

3 - GENERAL – APPRAISAL PROCESS

- 3.1 All staff are expected to contribute to the Associate Staff Review process which involves the setting and reviewing of individual targets.
- 3.2 Review targets may include:
 - An empirical target to ensure that progress is measured accurately and effectively
 - A target based on the School Improvement Plan
 - A target which will encourage personal and professional development

4 - SPECIFIC DUTIES – Administrative Apprentice

- 4.1 To help provide administrative and clerical support with special emphasis on attendance by supporting strategies to improve the attendance of all students across all Colleges in Years 7, 8, 9,10 and 11.
- 4.2 Contribute to operation of College functions.
- 4.3 Liaise with students, parents and College staff as appropriate.
- 4.4 To help disseminate information to relevant people and follow up actions as appropriate.
- 4.5 Contribute to Schools public relations.
- 4.6 To help record late registration.
- 4.7 Support the main reception on a rota basis to cover for any absences.
- 4.8 You will be working towards the Level 3 Certificate in Business and Administration. You may also be required to complete functional skills based on prior attained grades/qualifications; this will require day release to college.
- 4.9 You will be required to work effectively towards the qualifications associated to this apprenticeship opportunity, this forms part of your terms of employment and is not optional

Note

- 1. The above job description may be reviewed during the academic year. It may also be amended at any time but before this happens you will be given appropriate opportunities to discuss any proposed amendments.