**Business Administrator Apprentice Job Description and Specification**

We would like to offer the opportunity to work at The Compass Learning Centre as part of our Admin/Finance Team. Our Apprenticeship programme offers an exciting opportunity for you to gain practical experience whilst supporting your development with a fully funded Level 3 Business Administration Apprenticeship.

Most of your apprenticeship is spent working. You’ll learn on the job by getting hands-on experience.

**What you'll do at work**

You will be working in the school office as part of an admin/finance team.

A day in the office at Compass Learning Centre will involve the following tasks:

* To complete appropriate data input and paperwork associated with the clerical and administrative needs of the school (e.g. school transport records, pupil database)
* To provide administrative support to all areas of the school (e.g. student listings, word processing)
* To receive telephone calls and visitors and take appropriate action
* To undertake general office duties, including collation/copying reports and documents, organising and maintaining filing systems and assisting in the absence of colleagues
* To be responsible for processing incoming and outgoing mail
* To assist the finance officer/exam officer in their general duties
* To undertake word processing
* Promoting and safeguarding the welfare of children and young people in accordance with the school’s safeguarding and child protection policy

**Essential qualifications**

GCSE in:

* English (grade 4)
* Maths (grade 4)

**Skills Required for this position include the following:-**

* Communication skills
* IT skills
* Attention to detail
* Organisation skills
* Customer care skills
* Problem solving skills
* Presentation skills
* Administrative skills
* Number skills
* Analytical skills
* Logical
* Team working
* Initiative
* Patience