



# PASSMORES ACADEMY

## THE PASSMORES CO-OPERATIVE LEARNING COMMUNITY

### Job Description

**Title: Administration Apprentice**

**Line Manager: Dan Hope – Data Manager**

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#### **Key responsibilities:**

##### **General Administration**

- Assist with the provision of general clerical support across admin departments within the School Trust
- To assist with typing and word processing as required
- Sending and responding to incoming calls and emails in a professional manner
- Good understanding of Microsoft Office; Word, Outlook, PowerPoint, Excel

##### **Pupil Management**

- Familiarity with SIMS to locate pupils and staff
- To assist in the maintenance of the manual and computerised pupil data records
- To produce correspondence and documents and maintain records and spreadsheets
- Data Entry

##### **Whole School**

- To Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities in accordance with the role for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy

- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Principal to carry out appropriate duties within the context of the job, skills and grade

In addition to the above areas, the postholder is responsible for the following actions:

**Liaising with:** Line Manager, other relevant support staff, Subject Staff, Pastoral staff, LA staff, parents/carers and outside agencies as and when required.

### **Health and Safety**

1. To assist with the carrying out of risk assessments
2. To ensure that Health and Safety policies and procedures are followed

### **Pastoral System**

1. To liaise as appropriate with Pastoral Staff on Pastoral Related issues

### **Other specific duties**

1. To play an active part in the life of the school community

***The job description is current at the date shown, but in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and the job title***

**V Goddard / N Christie  
Co-Principals  
Feb 2020**