

Oakington C of E Primary School

Water Lane, Oakington, Cambridgeshire CB24 3AL

(part of the Diocese of Ely Multi-Academy Trust)

is seeking to engage a

Business Administration Apprentice

Oakington Primary School has an exciting opportunity for an ambitious person keen to develop their business administration skills, to join the school admin team. You will work on a broad range of admin tasks to build your experience and expertise, alongside gaining a Business Administration apprenticeship.

We are looking for an energetic, focussed and meticulously organised individual with a keen desire to learn and apply themselves, with a 'can do' attitude. An important part of the role will be dealing with queries so we are looking for an individual who can be proactive and take ownership.

This is a vital role within the admin team, supporting the School Secretary/Headteachers' PA to deliver a professional service to the school.

Key duties will include:

Reception tasks:

- Overseeing the reception - answering the phone and dealing with queries - taking and passing on messages and redirecting calls where appropriate.
- Welcoming visitors ensuring safeguarding procedures are followed.
- Be aware of school events in order to answer queries effectively.
- Sorting and distributing post (including parcels and deliveries) as appropriate. Post any outgoing correspondence at the end of the day.
- Help to oversee the general incoming emails.

Administration tasks:

- Organise and co-ordinate school term time clubs. Liaise with club organisers and advise parents in a timely manner.
- Help to maintain the pupil database and keep up to date with any changes.
- Update the weekly Community News to be issued to parents/carers.
- Ensure registers are taken and follow up on any pupils not registered.
- Process any pupil holiday requests in line with school procedures.
- Book meeting rooms as and when requested.
- Other general office duties as required (e.g. help organise parents' evenings, school photographs, etc).

This placement is being managed by Cambridge Regional College.

**Please find full details on rates of pay, hours and how to apply here:
<https://www.findapprenticeship.service.gov.uk/apprenticeship/-487023>**

For information about Oakington Primary school, please visit: www.oakingtonprimary.co.uk

For information about the Diocese of Ely Multi Academy Trust, please visit: www.demat.org

Visits to the school are warmly welcomed.

To arrange an appointment or discuss the position further, please contact Liz O'Sullivan on 01223 232328 or via email: eosullivan@oakington.cambs.sch.uk

Closing date: 15 January 2020

The successful candidate will be subject to satisfactory references and an enhanced DBS check.

Equality and Diversity

The Diocese of Ely Multi Academy Trust (DEMAT) is committed to promoting equality of opportunity for all staff. We aim to create a supportive and inclusive working environment in which all individuals can make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.

The principles of non-discrimination and equality of opportunity also apply to the way in which DEMAT staff, Trustees, Directors and Governors treat visitors, volunteers, contractors.