



**North East  
Learning Trust**

**Business Administration Apprentice  
Diamond Hall Junior Academy**  
Applicant information pack

# Business Administration Apprentice

**Required as soon as possible**  
**Fixed Term Contract 21 months**  
**37 hours per week, Term Time Only**  
**Salary - £10,418 (FTE), £8,956 (Actual)**

Diamond Hall Junior Academy is part of the North East Learning Trust and is seeking to appoint a Business Administration Apprentice to join our dedicated team.

Diamond Hall Junior Academy is a positive and happy school where the development of the children is paramount. As a team, we ensure children are given every opportunity to thrive in an environment of high aspirations, care and mutual respect. Their work is valued and celebrated and all children, regardless of their abilities, are of equal worth.

We aim to achieve the highest possible standards in all areas for every child. Our vision, along with all schools in the Trust, is that every child experiences excellence every day.

## **We are committed to:**

- A vibrant learning community with enthusiastic and engaging students.
- A positive and caring ethos.
- An excellent learning environment and resources.
- A team of hardworking, dedicated and friendly staff where everyone is valued.

## **The successful candidate will:**

- have Maths and English qualification at grade 9-4 / A-C or equivalent
- have good IT skills
- be keen to learn
- be self-motivated with a positive attitude
- be a good communicator.

## **We offer:**

- Apprenticeship Level 3 in Business Administration.
- National Terms and Conditions of Employment (NJC Green Book).
- Local Government Pension Scheme.
- Employee Assistance Programme providing free confidential advice and counselling service 24/7 365 days per year.

## **Deadline: Friday 3 June 2022**

Interviews taking place week commencing Monday 6 June 2022.

## **How to apply:**

Application packs can be downloaded from our website.

Letters of application should be no more than two sides of A4 and should be returned with application forms to [Michaela.Kelly@nelt.co.uk](mailto:Michaela.Kelly@nelt.co.uk) or by post to Michaela Kelly, Office Manager, Diamond Hall Junior Academy, Well Street, Sunderland, SR4 6JF. Please do not submit a CV unless it is to complement your application form.



# Job Description

**Post:** Business Administration Apprentice (Level 3)  
**Location:** Diamond Hall Junior Academy  
**Responsible to:** Office Manager  
**Contract:** Fixed Term- 18 months

## Job Purpose:

To provide general administration and reception service to support all staff, pupils and the wider school community.

## Duties and Responsibilities:

- To contribute to the provision of a full administrative support service to all school staff, stakeholders and the wider school community (under supervision) including:
- School reception cover, dealing with queries and incoming telephone calls and responding to emails in a professional, effective and efficient manner.
- Meet and greet visitors, ensuring safeguarding procedures are followed.
- Distribute incoming mail and organise outgoing mail.
- Administrative support in organising meetings updating diaries.
- Collecting, recording and keeping up to date manual and computerised records.
- Photocopying and typing up of memos, letters and newsletters.

## General:

- To complete the Business Administration Apprenticeship – Level 3.
- To attend any in house training and college as and when required.
- To develop a good working relationship with colleagues.
- To work within North East Learning Trust's Vision, Mission and Professional Behaviours.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

## Health and Safety:

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

## Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.

## Person Specification

### Business Administration Apprentice

	Essential	Desirable
Education/Knowledge	<ul style="list-style-type: none"> <li>Maths and English grade 9-4 / A-C or equivalent</li> <li>A commitment to continuous professional development</li> </ul>	
Experience		
Aptitude and skills	<ul style="list-style-type: none"> <li>Excellent communication skills</li> <li>Excellent organisation skills to prioritise workload and course work</li> <li>Good IT skills and some knowledge of Microsoft word and excel</li> </ul>	<ul style="list-style-type: none"> <li>Some understanding of safeguarding and child protection, as well as data protection and confidentiality</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>Excellent attention to detail</li> <li>Self-motivation</li> <li>Reliable</li> <li>Proactive</li> <li>Positive attitude</li> <li>Flexible approach</li> <li>Works well within a team</li> </ul>	



### **References:**

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

### **DBS:**

North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

### **Pre-occupational health:**

Pre-occupational health check is an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

### **Equal opportunities:**

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be granted an interview if the essential job criteria are met.