

Severn Bridges Multi-Academy Trust

Trust Central Team
Admin Apprentice

Recruitment Pack



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Trust Central Team

Admin Apprentice

About the Trust Central Team

The Central team provides educational, business and management support and expertise to all the Trusts Schools to ensure the Trust operates effectively and efficiently and all the Trusts statutory responsibilities are met.

There are currently six members of the team including the Chief Executive Officer and their expertise includes Education, Finance, Human Resources, Compliance and Administration.

More information on individual team members experience can be found by following the link below to the Trust's website.

<https://www.severnbridgesmat.co.uk/central-team/>

As a member of the Central team, the post holder will be based in the Flaxmill Maltings working with other Central team staff and liaising with finance and admin staff at the Trust's schools.



Trust Central Team

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Welcome to our MAT

Severn Bridges Multi-Academy Trust provides a secure and welcoming environment for our children and staff.

We value each child as a unique individual and seek to nurture and support them to become positive, well balanced people equipped for their next steps in life.

Our curriculum is balanced and inclusive, helping every child to achieve the highest academic standards possible, while developing their individual skills, talents and attributes.

The holistic approach of our Darwin Growth Curriculum supports this and encourages non-academic success and extra-curricular opportunities.

We are fully committed to quickly identifying children's barriers to learning and offering first rate support to children with additional needs. We value and celebrate diversity and offer equitable opportunities for all, ensuring children are happy and well motivated.

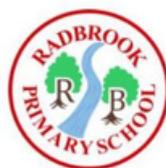
As a close knit family of schools we work in partnership towards our shared vision; learning from each other and sharing good practice, while celebrating each school's uniqueness and contribution to its own community.



Greenfields Primary School



Mount Pleasant Primary School



Radbroke Primary School



Sundorne Infant School and Nursery



Harlescott Junior School

Trust Central Team Admin Apprentice



About the Role

The Severn Bridges Multi-Academy Trust and Trustees wish to appoint a dedicated and suitably experienced Admin Apprentice to join our enthusiastic and supportive Central team.

We are looking for an Administrative Assistant who:

- Is enthusiastic, friendly, motivated, flexible, calm and has a sense of humour.
- Is able to organise workload, recognise priorities and manage several tasks.
- Has excellent communication and organisational skills.
- Has good ICT skills using various software (Google, Word, Excel, online diaries, website and social media platforms). Training will be given.

The Trust is committed to safeguarding and promoting the welfare of children, and expects all staff and volunteers to share the same commitment. This post is subject to an enhanced DBS check and will follow a safer recruitment policy.

Trust Central Team Admin Apprentice

Contract Type:

Fixed Term - 18 months

Term time working

Hours of work:

Mon- Fri - 37 hours a week

Work Base: Shrewsbury Flaxmill

Spring Gardens, Shrewsbury,
SY1 2SZ

Required from: ASAP

Closing Date: Monday 4th November 2024

Interviews: Wednesday 13th November
2024



**Salary - Apprenticeship Salary
Grade 1**
pro rata term time only

Equal Opportunities

Severn Bridges Multi-Academy Trust is an Equal Opportunities Employer. Applications are welcome from suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, age, marital status, sex, sexual orientation or disability.

Safeguarding

The post is subject to Enhanced DBS with children's barred list check alongside other pre-employment checks in accordance with KCSIE. Please see Severn Bridges MAT's safeguarding statement at: www.severnbridgesmat.co.uk/our-policies/

How to apply

Please download an application form from the Trust website <https://www.severnbridgesmat.co.uk/job-vacancies/>

Sorry but CVs will not be accepted. All completed application forms should be emailed to hrm@severnbridgesmat.com

Visits

Prospective candidates are very welcome to visit the Trust. Please contact us by email at: hrm@severnbridgesmat.com to arrange a visit.

Trust Central Team

Admin Apprentice

Job Description

Job Description

Purpose of the post

The Admin Apprentice will work within the Central Team to support all aspects of administration and finance. Including support to the CEO and Deputy CEO.

Principal Duties and Responsibilities

The duties and responsibilities listed below are indicative of the tasks the Admin Apprentice will perform, and are not intended to be an exhaustive list. The postholder will be expected to take on additional tasks appropriate to the role as they arise.

Administration and Governance

- To provide support within the Central Team particularly the CEO and Deputy CEO with all administrative tasks including photocopying, filing, arranging meetings, organising room bookings, transport arrangements and managing diaries.
- Assist the team in collating data and producing reports as required.
- Attend and take notes at meetings as required.
- To collate information required for publication on the Trust website, e.g. Trustee/Member/Staff declaration of interest forms.
- Act as the first point of contact for visitors, dealing with telephone and face to face enquiries efficiently and in a professional and supportive manner.
- Organise and set up rooms for training and meetings.
- Seek support from other colleagues where necessary to respond to complex enquiries.
- Respond to messages promptly and accurately, passing on information to relevant staff members as necessary.
- Respond to routine correspondence.

Finance

- Undertake general financial administration as directed by the Trust Business Manager.
- Maintain office stock and supplies ordering new supplies when necessary.
- To pay any central invoices recording expenditure accurately on Xero.
- To coordinate all purchasing for the Central Team including raising requisitions and purchase orders.
- To operate relevant finance related ICT packages eg excel, Xero, banking.

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Admin Apprentice

Job Description contin.....

Human Resources, Operations and Compliance

- To assist the HR manager and Operations and Compliance Officer with general administration as required.

Other Generic Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Trust.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

Safeguarding

- Be aware of and comply with safeguarding responsibilities as outlined in the Trust's Staff Code of Conduct and related policies and procedures.

Data Protection and other statutory responsibilities

- Be aware of and comply with data protection responsibilities as outlined in the Trust's Staff Code of Conduct and related policies and procedures.

Trust Central Team

Admin Apprentice

Person Specification

Person Specification

Admin Apprentice

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ➤ Good standard level of education ➤ 5 GCSE's or equivalent, including English and Maths 	
Work or relevant experience	<ul style="list-style-type: none"> ➤ General clerical/administrative work ➤ Computer/keyboard skills ➤ Ability to take notes 	<ul style="list-style-type: none"> ➤ Experience of working in an office environment or other relevant environment
Knowledge and Understanding	<ul style="list-style-type: none"> ➤ Good numeracy and literacy skills 	
Skills and Abilities (relevant to post)	<ul style="list-style-type: none"> ➤ Willingness to participate in training and development opportunities ➤ Good ICT skills ➤ Sufficiently fluent in spoken English to ensure effective performance in the role 	<ul style="list-style-type: none"> ➤ Experience of working with Microsoft office, Google drive, graphic design software and digital communication
Personal Qualities	<ul style="list-style-type: none"> ➤ Good communication skills ➤ Ability to work well as part of a team ➤ Flexibility and reliability ➤ Ability to maintain confidentiality ➤ A professional attitude. 	
Special Conditions	<ul style="list-style-type: none"> ➤ Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check. 	