

## **JOB DESCRIPTION**

<b>Post title:</b>	<b>Apprenticeship - Business Administration</b>
<b>Apprentice:</b>	<b>TBC</b>
<b>Academy:</b>	<b>LST Central Office</b>
<b>Reporting to:</b>	<b>Senior HR Administrator</b>
<b>Salary/Pay range:</b>	<b>£4.30 per hour</b>
<b>Hours of work:</b>	<b>37 hours per week, all year round</b>

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### **Purpose of Job**

To provide an effective and efficient business administration service to the Multi-Academy Trust / Academies and provide support to the LST HR Manager, HR advisory team and HR Administration team.

### **Main Duties and Responsibilities**

- Management and distribution of incoming and outgoing post
- Answering incoming calls, taking messages and following through where required
- Greet any visitors to the office in a professional manner and provide refreshments when appropriate
- Support with processing all pre-employment checks including DBS applications, medical clearance, references and Qualified Teacher Status for all LST Academies within the Trust, including trustees, local governors and central staff
- Support the Senior HR Administrator with data entry into the HR and payroll systems, updating personnel files and preparing required documentation for the LST HR Manager and HR advisory team as necessary
- Provide HR administration support in an accurate and timely manner, including recruitment and selection, maternity/paternity, employment contracts, processing starters, leavers and all contract changes
- Provide HR administration in relation to occupational health referrals
- To undertake photocopying and filing as required
- To assist with Trustwide project work as and when required.
- Support academies with processing all paperwork where necessary to payroll including: sickness absence information, overtime and leave of absence
- The post holder will have responsibility for promoting and safeguarding the welfare of children and young persons he/she is responsible for or comes into contact with.
- Any other duties as may reasonably be requested by the LST HR Manager and Trust Management. The above duties do not define or include all tasks required of the post holder. Duties and responsibilities may vary without changing the level of responsibility

### **Apprenticeship Training**

- To achieve NVQ level 2 in Business Administration Support

### **Health & Safety**

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so

### **Safeguarding**

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2020 where required