**North East Futures UTC Job Description**

| **Post Title:** | Apprentice Administration Assistant |
| --- | --- |
| **Reporting to:** | Admissions Manager |
| **Working Time** | Full Time 37 hours per week, term time only plus 20 days |
| **Key Responsibilities:** 1. Provide front line contact and reception support on a daily basis for North East Futures UTC, answering and dealing with telephone calls and dealing with all visitors
2. Responding to any queries from students at reception
3. Provide general administration support carrying out a range of duties including to the school office and the pastoral team
4. Use of school Management Information Systems (MIS) to input data, maintaining the database ensuring student information is accurate and up to date, print registers, access student information, run reports, input behaviour data and support with annual surveys and returns.
5. To provide administration support in relation to exams. This will include supporting with exam entries, supporting with printing and distribution of exam papers, setting up exam venues and other administration duties in relation to exams.
6. Be the first point of contact for visitors to North East Futures UTC, ensuring the academy Visitor Policy is complied with at all times.
7. Provide administration support for various event programmes including parent and award evenings.
8. Provide administration support for the office including the preparation of letters, mail merge and communications to parents/students and stakeholders.
9. Prepare bulk emails and texts using the UTC’s communications systems.
10. To sort incoming and outgoing post.
11. Whilst on reception arranging for appropriate staff to deal with any issues that arise regarding students in school.
 |
| **Other Specific Duties:**To be a full and active member of the Business Support team, assisting and covering for colleagues across the school. Employees are expected: * To consistently promote North East Futures UTC in a positive light at all times and to all stakeholders and to show respect to colleagues, students and other stakeholders
* To participate in the administration of emergency first aid in school
* North East Futures is inclusive and expects all colleagues to support in the behaviour management and supervision of students and take part with active duties to support student supervision on a daily basis
* To play a full part in the life of the school community, supporting its distinctive mission and ethos, encouraging and ensuring staff and students follow this example
* To continue personal and professional development through active engagement in the appraisal process
* To have a commitment to safeguarding and promoting the welfare of children and young people at all times in accordance with the School’s Child Protection Policy and Keeping Children Safe in Education
* To comply with the school Health and Safety Policy
* Comply with any reasonable request from a line manager to undertake work of a similar level that is not specified in this job description
* To carry out any reasonable request made by the Principal.
 |

**Declaration**

I have read, understood and accept the specific requirements and responsibilities outlined in this job description.

Name of employee: Signature: …………………………..…………..

Position: Date:

Name of Line Manager: Signature: …………………….…………………..

Position of Line Manager: Date: ………………………………………..

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

North East Futures UTC will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is correct 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 job title.