



## Apprentice Receptionist/Administrative Assistant

Job Term:	Fixed Term (18 months), Part-time Apprenticeships/Training Programmes/Courses
Hours:	36.65 hours per week (8am to 4pm, 39 weeks per annum, term time to include inset days)
Salary Details:	25+ years of age £8.21 per hour 21-24 years of age £7.70 per hour 18-20 years of age £6.15 per hour Under 18 years of age £4.35 per hour

Based at: St Margaret's Academy, Barewell Road, Torquay, TQ1 4PA (Roll 420)

To start as soon as possible.

We are looking for an Apprentice Receptionist/Administrative Assistant with a flexible working attitude, who has excellent organisational skills, a great sense of humour and who is able to cope with change and unpredictability in their working day. The right candidate will have the ability to adapt and manage priorities and their own workload.

The post would suit somebody who is interested in achieving a Diploma in Business & Administration (QCF) Level 3 and who is interested in general administration in any setting, but would be particularly interested in school based work due to the specific packages and routines involved.

You will be the first point of contact, communicating with staff, pupils, parents and outside organisations and will therefore be approachable and friendly. Whilst working as part of our friendly Administration team, you will deal with pupil data, financial and general office administration. You will be dealing with a range of sensitive information and therefore the need for confidentiality is essential.

Excellent communication skills and telephone manner, accuracy, reliability and sound ICT skills are essential.

The school is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

This post is subject to a satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate. You will be required to provide two references.

Please contact the Academy by emailing [admin3@st-margarets.torbay.sch.uk](mailto:admin3@st-margarets.torbay.sch.uk) for an application form.

Completed application forms to be returned to the school by:  
9am on Tuesday 19<sup>th</sup> March 2019

Interview Date: Tuesday 26<sup>th</sup> March 2019