

Business Administration Apprentice Job Description

Contracted Hours: 37 hours per week, 41 weeks per year (Term Time)

Salary: National Apprenticeship Salary

Benefits: Local Government Pension Scheme

Location: Exeter TBC

Hours of Duty: Central office hours are 8.30 until 4.30 with flexibility needed to cover events on an ad-hoc basis. We would welcome the opportunity to discuss flexible working requirements.

Line Management

1. Direct Line Manager: Business Development Manager

This post has no line management responsibilities.

Key Purpose and Level of the Role

- Provide support to Business Development Manager with marketing and communication tasks.
- To provide proactive administrative support to the central team of the Trust, including areas of general office administration. Including ensuring Trust events run seamlessly.

Key Roles and Responsibilities

Marketing and Communications

- Maintain photo library, including checking for permissions
- Compile weekly Trust Newsletter
- Monitor and support social media strategy, including posting content
- Update Trust website pages
- Layout and design of event printed and digital materials
- Provide support for ad-hoc marketing and communication projects

Office Administration

- Professional assistant to Trust's Senior Leadership Team
- Provide office administrative support e.g. photocopying, electronic filing, emailing, completing routine forms
- Using a variety of sources, provide relevant data and collate reporting information for management meetings
- Note taker for Trust meetings as required, using word-processing, use of excel and other IT based tasks
- Manage office email account in a timely manner
- Answer Trust main phone number
- Arrange meetings and room bookings, manage online booking system
- Provide support to central team with ad-hoc projects

Events

- Support the central team with internal & external events
 - Coordination and production/printing of event materials
 - help ensure smooth running of events
- Booking speakers, arranging travel and accommodation for event

Resources

- Operate office equipment/ICT packages e.g. Word, Excel, Databases and update internet pages
- Using Finance system to raise requisitions as required

General

- Be aware of and comply with policies and procedures of St Christopher's C of E (Primary) Multi Academy Trust, especially those relating to child protection, health & safety, confidentiality and data protection, reporting all concerns to an appropriate person
- Uphold and contribute to the overall ethos/work/aims of the Trust
- Attend relevant meetings as required
- Appreciate and support the role of other professionals
- Participate in training and other learning activities and performance development as required

General Notes

This job description provides an outline of the range of duties that can be expected of a post holder of this level and is not a comprehensive or exhaustive list. Duties may vary according to the needs of the Trust at the time.

Although the post is based at the Trust offices stated above, there may be occasions when you are asked to attend events at other locations throughout the Diocese of Exeter, or in one of our academies, subject to notification and acceptance by the post holder. Travel is paid if this is required

Acceptance of this Job Description

On behalf of St Christopher's C of E (Primary) Trust:	On behalf of the Employee:
Signed:	Signed:
Printed Name:	Printed Name:
Position:	Position:
Date:	Date: