The Market Weighton School

JOB DESCRIPTION
Apprentice Administration Assistant (60% of SCP 9)

Job Title: Apprentice Administration Assistant

Reporting To: Admin Manager

Overall Purpose of the Job: To provide routine administration and clerical support in the school office

Principal Accountabilities:

- To provide routine administrative and clerical support, using a range of systems, in the school office.
- To act as primary First Aider forming part of the First Aid cover rota and produce monthly First Aid statistics.
- To assist with reception duties including offering an efficient response to all visitors to the school and dealing with internal and external telephone queries in a courteous manner.
- To support and assist the Educational Visits Coordinator with the organisation of educational visits in the school.
- Undertake photocopying and filing as and when needed.
- Perform other such duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

The post holder may also be asked to provide support in other areas of the school when necessary and as appropriate to their role.

General Information:

- The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.
- The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore it is the postholder's responsibility to take reasonable care for Health and Safety and Welfare of him/herself and other employees in accordance with legislation.
- The above duties may involve having access to information of a confidential nature which may be covered by the Data Protection Act, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must be maintained at all times.
- East Riding of Yorkshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment.