



Business Administration Apprentice (Level 3 Diploma) Administrator

Responsible to: Deputy Chief Financial Officer

Background

The Hurst Education Trust (HET) is a Multi-Academy Trust set up by Hurstpierpoint College in collaboration with the Diocese of Chichester. It exists to provide a unique offer to local schools in the Mid Sussex area.

Academic excellence is the foundation of a Hurst education, because we believe it opens doors to the future. Therefore, every child is challenged and supported along the way in our friendly and warm community.

Schools who are part of the Hurst Education Trust receive a high-quality education support package focused on the "Good to Outstanding" journey and access to Hurst College's facilities, including sports and academic provision together with specialist facilities including the theatre, farm and chapel. Importantly, schools retain their individuality, including their name, uniform and curriculum.

The Trust and its schools are open, welcoming and inclusive, embracing pupils of all faiths and none, committed to the flourishing of all of its pupils. Diversity is celebrated and equal opportunities available to all. It is our belief that there are core common values universally recognised across faith boundaries, dignity, compassion, the removal of disadvantage and discrimination, empathy and encouragement which help foster and create a positive school environment in which all individuals can thrive and grow.

Job Purpose and Summary

The post holder will be part of the HET central team based at Hurstpierpoint College. They will not only be the first point of contact for all stakeholders contacting HET, creating a vital first impression, but also responsible for the general administrative duties required in support of the HET central team including the CEO, Director of Education, Chief Financial Officer and Deputy Chief Financial Officer.

Principal Duties and Responsibilities

- To receive incoming calls to the HET, providing information or redirecting to others as required.
- To meet and greet visitors, welcoming them to HET and escorting them to meetings.
- To complete general clerical and administrative tasks, including diary management for the CEO and Director of Education.
- To ensure that administrative activities are effectively and efficiently undertaken and to provide excellent service to the overall running of the HET.
- Provide general administrative support including producing letters, documents, presentations and spreadsheets.
- Undertake general administration in support of the Deputy Financial Officer.
- Produce lists, information and data e.g. standard/statutory returns.
- Maintain accurate records via management information systems.
- Open, sort and distribute incoming mail and post outgoing mail.
- Assist with arrangements for academy visits and events.
- Maintain stocks and supplies.

Person specification

Criteria	Essential/ Desirable	How Assessed
Qualifications		
Educated to a minimum of GCSE level (or equivalent) including Grade 4 or above in Maths and English	Essential	Certificates
Experience		
Working in a similar role	Desirable	
Knowledge and Understanding		
A good working knowledge of the Microsoft Office, specifically Outlook, Excel and Word	Essential	Application Form / Interview
Working with databases.	Desirable	
Skills and Competencies		
Excellent oral communication skills particularly telephone manner	Essential	Application Form / Interview
Ability to communicate effectively with a diverse range of people.	Essential	
Excellent interpersonal skills.	Essential	
Meticulous attention to detail.	Essential	
Attributes		
Flexible approach to duties undertaken and working hours	Essential	Interview
The ability to work as part of a team and on own initiative	Essential	
The ability to work under pressure	Essential	
Well organised with good time management	Essential	
Other Requirements		
Satisfactorily meeting the HET's employment checks – Disclosure and Barring Service (DBS) check, health assessment, references, online media check, qualifications and legal entitlement to work in the UK	Essential	Checks and clearances

Terms and Conditions

Hours:	37.5 hours per week: 8.30 am – 5.00 pm Monday to Friday term time only.
Salary:	£17,550FTE (£15,052 p.a. actual salary for 39 weeks term time only).
Training:	The successful applicant will complete and obtain a Level 3 Business Administration Apprenticeship.
Additional benefits:	<p>There is free parking on site.</p> <p>Free lunches during term time.</p> <p>Use of College facilities including the gym and swimming pool.</p> <p>Contributory pension scheme with The Pensions Trust. The College will double the employee's pension contribution up to 7½% (i.e. the maximum total contributions will be 22½%).</p> <p>Employee Assistance Programme.</p>