



Education
Partnership
Trust

High Expectations • Commitment • Ambition

Candidate Information Pack

Business Support Apprentice
Education Partnership Trust





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Partnership
Trust**



I am delighted that you are considering a role within the EPT. The EPT was established in 2012 as a high performing multi academy trust and approved academy sponsor, that delivers the very best educational experience for our pupils within an ethos of collaboration and excellence.

The reduction of workload and the wellbeing of our colleagues are key priorities with Wellbeing Champions in each school and a designated trust lead.

Wishing you all the best with your application.



Sharon Roscoe
Chief Executive

Our Vision

Creating outstanding schools which transform learning, lives and communities

Our Values

High Expectations

of ourselves, our pupils and our school community

Commitment

we are dedicated to raising standards and improving opportunities

Ambition

we constantly strive to improve by setting ourselves challenging goals

Job Advertisement

Business Support Apprentice

Hours:	37 hours
Weeks Worked:	52 weeks (all year round)
Start Date:	ASAP
Salary:	Apprentice Salary (£7.55 p/h)

An exciting opportunity has arisen for a Business Support Apprentice to join the Central team at the Education Partnership Trust. This opportunity has arisen due to the growth of the Trust.

The Job:

- To provide receptionist duties under the direction of the Central Team.
- To provide administrative support under the direction of the Central Team.
- To contribute to the effective and efficient running of the office.
- Assisting the Central Team with all aspects of the development and effective operation of the support functions within the Trust.
- Completing administrative routines relating to orders, invoices, and the receipt and distribution of goods and services.
- Assist the Health, Safety & Wellbeing Manager as required in the areas of Facility & Property Management and Health & Safety Management.

What are the job requirements?

- 5 GCSE's grades 5 to 9 including English and Maths.
- Knowledge of Microsoft Office and Outlook including Office 365.
- Excellent organisation skills and the ability to work with tight deadlines
- Willing to develop knowledge and experience
- Flexible approach to changing work tasks

Amongst the many benefits of working within the Trust you will receive:

- Healthcare cash back plan provided free by the Trust includes optical, dental, physio, diagnostics, health assessment, NHS prescription charges, hospital cover, discounted gym memberships plus lots more.
- 6 sessions of free counselling including CBT, wellbeing and bereavement.
- Cycle to work scheme.
- Electric Car Scheme (Salary Sacrifice).
- Access to government pension schemes.
- Free parking.
- Training and development opportunities.
- Trust wide focus on staff wellbeing.
- Trust wide Intranet to share knowledge and resources.
- 31 days' annual leave plus bank holidays (39 total)

Safeguarding

The Education Partnership Trust is committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment.

The post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed.

Education Partnership Trust is also committed to promoting equality, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community.

Incomplete application forms will not be shortlisted, if you need to discuss a reason for being unable to complete a section, please contact the recruitment team HR@ept-uk.com.

Applications for this exciting post are to be made through <https://ept.face-ed.co.uk/vacancies>

Job Description:

Business Support Apprentice

Reports to: Health, Safety & Wellbeing Manager

Salary: Apprenticeship

Job Purpose:

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- To provide administrative support under the direction of the Central Team.
- To contribute to the effective and efficient running of the office.
- Assisting the Central Team with all aspects of the development and effective operation of the support functions within the Trust.
- Completing administrative routines relating to orders, invoices, and the receipt and distribution of goods and services.
- Assist the Health, Safety & Wellbeing Manager as required in the areas of Facility & Property Management and Health & Safety Management.

Key Responsibilities and Accountabilities

- Inputting new employee data into the MIS, and creating users on the Intranet and Simply Health
- Updating the EPT Intranet.
- Facilities support for compliance and scheduling contractors, such as emergency lighting and fire alarm checks
- Supporting meetings with suppliers.
- To undertake routine administrative duties in relation to the organisation as and when required such as processing invoices, raising PO's and inputting onto Sage.
- To support the recruitment process within the Trust, including checking pre-employment medical forms, publishing campaigns, drafting offer letters, etc.
- To provide administrative support in relation to the production of specific materials e.g. letters, agenda's, memos, minutes etc.
- To set up meeting rooms with the relevant IT equipment and seating plan
- Arrange refreshments for visitors and any training sessions undertaken
- Ensure the central office items are ordered in a timely manner including stationery, housekeeping and food items
- Provide routine administrative support e.g. photocopying, filing, emailing, etc
- Maintain manual and computerised records/management information systems
- Undertake word-processing, spreadsheets and other IT tasks

- Sort and distribute mail
- Running reports from MIS systems
- Undertake reception duties, answering telephone calls, redirecting calls and /or taking messages
- Deal with face to face enquiries and signing in visitors
- Operate office equipment e.g. photocopier, shredder, scanner, etc
- Arrange orderly and secure storage of supplies
- To work as part of a team and always support the role of others contributing to the overall work and ethos of the central team
- To undertake personal development through training and other learning activities including performance management, as required.
- Be aware of and comply with policies and procedures relating to health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

Note:

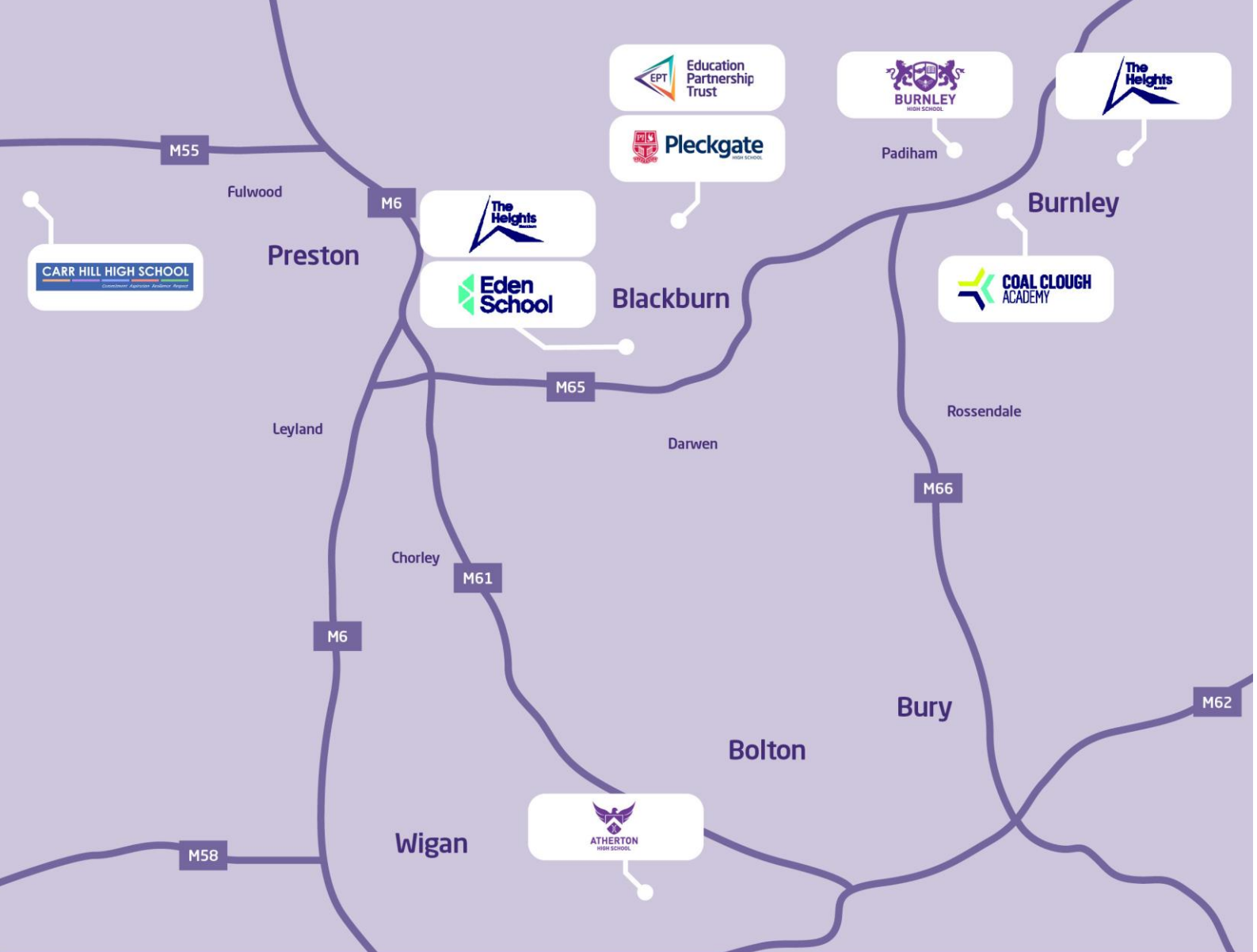
This Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at management's discretion in the future. As a general term of employment, the Trust may affect any necessary change in job content or may require the post holder to undertake other duties, at any location in the Trust's service, provided that such changes are appropriate to the employee's remuneration and status. As a term of your contract of employment, the Trust reserves the right to vary your hours of work and require you to work outside the range of your "typical working arrangements" specified in your Statement of Particulars. The Trust reserves the right at its discretion to affect this condition of your employment. Should this be necessary you will be given reasonable notice of any proposed changes.

Person Specification

Business Support Apprentice

Reports to: Health, Safety & Wellbeing Manager
Salary: Apprenticeship

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview /Task
QUALIFICATIONS				
1.	Education to GCSE Standard at grades 5 - 9 for a minimum of 5 GCSEs including Maths and English	E	✓	
EXPERIENCE & SKILLS				
2.	Experience of working in a team	E	✓	✓
3.	Evidence of relevant out of school activities/hobbies.	D	✓	✓
4.	Organised approach to work in relation to file and record keeping	D		✓
5.	Microsoft Word, Excel & Outlook knowledge	E	✓	✓
6.	Microsoft Access knowledge	D	✓	
7.	Able to produce written communications which are readily understood	E	✓	✓
8.	Good communication and numeracy skills	E	✓	✓
INTERPERSONAL SKILLS				
9.	Knowledge of Equal Opportunities	D	✓	✓
10.	Ability to research information from relevant sources and present clearly	D	✓	✓
MOTIVATION & PERSONAL SKILLS				
11.	Willing to develop knowledge and experience	E	✓	✓
12.	Flexible approach to changing work tasks	E	✓	✓
13.	Good Attendance Record	E	✓	



Contact



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