



BUSINESS ADMIN APPRENTICE WITH FIRST AID

Required March 2024

The Norton Knatchbull School are seeking for an organised, professional, positive and resilient apprentice, who has a desire for pursuing a career in the education sector. You will assist in the provision of an efficient and effective whole school administrative support service whilst undertaking a level 3 Business Administration Apprenticeship.

What you will do in your working day

Administrative Duties:

- General administration duties across various departments including School Office, Finance, HR, Attendance, Admissions, Data and Student Reception
- Producing internal and external communications as directed;
- Maintain filing systems and responding to emails
- Data input onto Management Information Systems and running reports
- Providing a friendly, professional and customer focused service to all stakeholders
- Ensuring all general enquiries are responded to in a sensitively and timely manner
- Directing difficult or more complex enquiries to the appropriate staff
- Following school policy and procedures as directed

First Aid:

- Undertaking student services reception duties as and when required
- Providing First Aid to students in the absence of the Principal First Aider
- Using initiative to respond to a range of student enquiries
- Contacting next of kin or the emergency services as appropriate
- Assisting with administration duties including the administration of information, resources and health records relating to students

The training you will be getting

- Level 3 Business Administrator Apprenticeship Standard

What to expect at the end of your apprenticeship

- After the apprenticeship there is potential to be hired as a full member of staff



**THE NORTON
KNATCHBULL**
SCHOOL

The Norton Knatchbull School,
Hythe Road, Ashford, Kent, TN24 0QJ
Headteacher: Mr. B. Greene, BA (Hons), NPQH

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e: information@nks.kent.sch.uk
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Please look on our website www.nks.kent.sch.uk for a Job Description and an application form. Please email your completed application form to Mrs C Dunton (HR Officer) at cdunton@nks.kent.sch.uk.

Deadline for applications: **9am – Thursday 8th February 2024**
Interviews will take place as soon as possible thereafter.

We reserve the right to interview prior to this date depending on applications received.

It is important for our students to understand and experience the strength and depth of a diverse community and we aim to create a culture that encourages and values diversity, and that appoints, rewards, and promotes staff based on merit. To show our commitment to this, the school is actively working towards the Race Charter Mark. The Norton Knatchbull is committed to safeguarding and promoting the welfare of children and young people.

Only candidates who are shortlisted will be contacted.

Benefactorum Recordatio Jucundissima Est

Academy Trust Registered Office: Hythe Road, Ashford, Kent, TN24 0QJ. Company number 07992899