



Dream big. Love God. Live

Vacancy Job Title	Business Administrator Level 3
Vacancy Short Description	The role will involve handling day-to-day tasks to ensure the school runs smoothly with a particular focus on our pupil attendance as well as general administration tasks.
Vacancy Full Description	<p>Duties will include, but will not be limited to;</p> <ul style="list-style-type: none"> - providing office support so that staff can work smoothly with parents, visitors and each other - maintaining organised files and records of business activity - analysing data and pupil attendance trends - conducting investigation/research and contributing to school attendance reports - giving feedback on office efficiency and suggesting possible improvements - Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality. - Attend regular staff and team meetings as required.
Weekly Wage	National Apprenticeship Wage
Skills Required	<p>Have the ability to relate well to adults and children, understanding their needs and being able to respond accordingly.</p> <p>Good communication skills to encourage positive interact with others and be socially responsible.</p>
Personal Qualities	<p>Ability to develop good working relationships with colleagues, children and families.</p> <p>Good communication skills including good skills of written and verbal communication and an ability to practice active listening.</p> <p>Ability to work creatively and independently.</p> <p>Enthusiasm, flexibility and self-motivation.</p> <p>Good timekeeping and attendance</p>
Qualifications Required	GCSE 4-9 in English and Maths