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| Job Title | Apprentice Business and Finance Administrator |
| Terms | Term time only – 39 weeks per year 37.5 hours per week |
| Line Manager | Head of Operations |

Organisational Context

The Kyra Teaching School Alliance is a partnership of over fifty nursery, and junior schools across Lincolnshire working together to deliver high quality CPD, school to school support, initial teacher training & research. Kyra was the first teaching school to be designated in Lincolnshire in 2012, and in the last four years we have built a strong partnership, dedicated to working together and challenging each other to be ‘ambitious for children’. Our vision states that *“we will harness our collective professionalism, expertise, and moral purpose, to ensure no one is left behind, and every school and individual in our partnership thrives – to the benefit of all children.”* We are privileged to work with governors, school leaders and teachers across our partnership who believe in the vision of a school-led self-improving system.

Our lead school is Mount Street Academy, alongside Lincoln Carlton Academy and Benjamin Adlard Primary School. The Lincolnshire Strategic Board oversees this partnership of the three primary schools in Lincolnshire and the Kyra Teaching School Alliance, who are all part of **CfBT Schools Trust (CST)**. CST is a family of 19 primary and secondary schools clustered in the East Midlands and Thames Valley. Together, we have collective responsibility for drawing out the best in every child, regardless of background or ability, to develop the whole person so that each learner can embark on their life beyond school as an active member of society with a life-long love of learning. The trust is sponsored by Education Development Trust, and organization with extensive experience of working with schools in the UK & internationally: www.educationdevelopmenttrust.com/cst

Key Purpose

Apprentice Business and Finance Administrator

The Apprentice Business and Finance Administrator will work within the Operations Team and will report to the Head of Operations. The post holder will be involved in a wide variety of tasks, gaining knowledge of and experience in customer care, communications, use of IT and various online IT systems, finance administration processes and general administrative processes. The Kyra Teaching School is a busy and fast-paced environment, so this post will suit someone who enjoys working in such a setting.

Key Responsibilities

- To provide routine secretarial and administrative support to the Finance Manager, e.g. printing, sorting and filing records, opening and distribution of post, updating records;
- To provide routine secretarial and administrative support to the operations team e.g. printing of resources, preparation of written correspondence, preparation of written materials;
- To assist with support for the in-house training, including meeting and greeting of visitors and set up and clear down of training rooms;
- To assist with administrative support for in-house and external events for the Teaching School, including booking rooms; processing bookings for events and preparing registers, communicating with participants and schools, and processing feedback;
- To assist in the compilation of reports and records as may be required.

Knowledge, skills, experience

The ideal candidate will have:

Experience:

- Experience of working in a customer-facing role.

Skills and attributes:

- good customer care and interpersonal skills;
- the ability to work in a team, as well as independently;
- the ability to respond flexibly to change;
- effective communication skills, written and oral, to a variety of audiences;
- the ability to organize own work, prioritise tasks and manage time effectively.

Knowledge:

- good IT skills

Personal Qualities:

- integrity, commitment, resilience, enthusiasm, and energy to persevere and succeed;
- the ability to present and represent an appropriate image of the organisation to all parties.