



Sheldon School  
Chippenham

# Candidate Information



**Business Administrator**

**(12- 18 month Apprenticeship)**

**Closing Date: Noon, 5<sup>th</sup> June 2023**

**Interview Date: To be confirmed**

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## Cover Letter

May 2023

Dear Applicant

### Vacancy for Business Administrator Apprentice

Course duration between 12-18 months

£8 per hour/£11,908 per annum

Hours of Work 32.5 hours per week, 8am – 3pm Monday to Friday

40 working weeks (39 weeks in school term time plus one week to be agreed to meet the operational demands of the role) 46.00 paid weeks including holiday pay

Thank you for your enquiry about our vacancy for a Business Administrator Apprentice.

We are looking to appoint an Apprentice who will be responsible for supporting our operational business functions with a focus on human resources. This role will involve working independently and as part of a team and will include developing, implementing, maintaining and improving administration services; understanding and developing the people strategy to ensure that all staff at Sheldon school have the best employee experience and promote the HR services available.

We very much hope that our new Apprentice will support the HR Advisor and other business areas in providing a high-quality service to what is a successful school. The successful candidate will be well organised with excellent communication skills with a willingness to learn. This role will involve exposure to potentially sensitive information and therefore a high degree of confidentiality is required. The successful applicant will gain a Level 3 Business Administration apprenticeship standard, which will usually take between 12-18 months to complete. Training is provided in the workplace and will be supported by a Wiltshire College Assessor.

With regards to conditions of service, the hours of work are 32.5 hours per week and 40 working weeks per year, (46.00 paid weeks). The post is term time only plus 5 days to be agreed during school holiday periods to meet the operational demands of the post. The normal working hours are Monday to Friday, 8am to 3pm with half an hour unpaid lunch break each day.

The salary for this post is £8 per hour, £11,960 per annum. The post is fixed term for the duration of the apprenticeship, there may be an opportunity to lead to continued employment for the right candidate on completion of the apprenticeship, however, this is not guaranteed.

Sheldon School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidates will be required to apply for a disclosure from the Disclosure & Barring Service which will be made before the appointment is confirmed. In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children. Additionally, all applicants must provide two references, including one from a present or most recent employer, or for school leavers their most recent educational establishment. References will not be accepted from relatives or people writing solely in the capacity of friends and references will be requested before interview. Before appointment of the successful candidate a pre-employment health check will also be carried out.

Sheldon is a high-achieving school with a strong record of success. The school is relentlessly positive, with staff who routinely go the extra mile, students appreciate the effort of our staff and there is a real sense of

Hardenhuish Lane, Chippenham, Wilts. SN14 6HJ

**Headteacher:** Neil Spurdell BSc (Hons)

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community. We offer all colleagues who join us a full programme of induction and support and there is a continual focus on staff development and wellbeing.

Further details are enclosed about the school together with an application form which must be completed together with a supporting letter of application should you wish to apply. Please take the time to look at what happens in the school day-to-day by visiting our website and I hope that having read the information, you will be keen to apply.

Please complete the application form and return to Kirsa Edwards, HR Adviser, by **noon on 5<sup>th</sup> June 2023**. Please complete the application form and return it by post or email to [hr@sheldonschool.co.uk](mailto:hr@sheldonschool.co.uk). We would hope to hold interviews in June, and would like the successful candidate to be able to start work as soon as possible.

If you have heard nothing by this date, please assume you have been unsuccessful on this occasion. If this proves to be the case, I thank you for your interest in Sheldon School and wish you success in your future career.

Yours sincerely,



Julia Finch  
Business Manager



## Job Description

<b>Postholder</b>	Business Administration Apprentice
<b>Line Manager</b>	HR Advisor/School Business Manager
<b>Salary/Scale of Post</b>	£8 per hour
<b>Hours of Work</b>	32.5 Hours Per Week , 40 working weeks (term time only plus 5 days to be mutually agreed to meet the operational demands of the post)
<b>Post Purpose</b>	<p>The post holder is responsible for providing day to day administrative support to the Human Resources (HR) function, ensuring compliance with statutory obligations and best practice. The role will be working predominately within HR however, there will also be opportunity to work within the schools' other business administration areas.</p> <p>The information below is provided for the post holder to understand and appreciate the work content of the post. However, it should be noted that whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used below, in the assumption that all usual associated routines are included in the post description.</p>
<b>Specific Duties</b>	<p>The Business Administration apprentice will be required to undertake the following activities:</p> <p>To support the HR Advisor with:</p> <ul style="list-style-type: none"> <li>• The recruitment and selection of new staff members in accordance with the schools appointments policy, to include advertising the vacancy and supporting with the organisation and logistical arrangements of interview days.</li> <li>• Onboarding.</li> <li>• Assistance with requesting of references and monitoring their return.</li> </ul>

- To provide a confidential administration support service including maintaining confidential paper records and electronic filing systems and archiving.
- Updating and maintaining staff files as required.
- To administer and monitor the annual staff data collection mailings and filing
- To have an understanding of the probationary process and send timely reminders to support staff line managers
- To assist with pre-employment checks to ensure these are carried out promptly including reference checks, DBS checks, pre-employment health screening, right to work checks and section 128 checks, qualification, overseas and right to work checks etc.
- To record sickness absences, annual leave requests and discretionary requests for support staff on the staff database and return forms to the HR advisor to inform staff of the outcome.
- Making sure data held is accurate in HR systems and up to date.
- Organise and keep records of summer holiday availability for SMT and all year round and term time plus employees.
- To copy contract, and contract amendment letters for file and copying to payroll.
- To understand aspects of the role of the HR Advisor and provide cover in absence where appropriate.
- Referring managers and staff requesting advice on HR related issues to the HR Advisor.
- To provide support to the Deputy Headteacher and Business Manager with HR casework where required.
- Positively promoting the HR function to make staff aware of the services available.
- To support the HR Advisor with reviewing current processes and implementing ideas to improve the HR function and assisting with any relevant project work.

	<p>To support other administrative areas of the school as required such as:</p> <ul style="list-style-type: none"> <li>• Supporting with any ad hoc administrative work as required, including where appropriate providing support at key pressure points through the academic year, e.g., transition, special events, exams, census, financial year, audit etc.</li> <li>• Supporting the Admin and Reception teams with administrative work and reception duties as required.</li> </ul>
<b>Other Duties</b>	<ul style="list-style-type: none"> <li>• Responsible for promoting and safeguarding the welfare of children and young people that you might come into contact with during the course of your day-to-day duties around the school site.</li> <li>• To carry out any other reasonable instructions given by the Headteacher, School Business Manager or Line Manager.</li> <li>• All employees have responsibility to understand and abide by the obligations laid down in the school's equal opportunities policy.</li> </ul>
<b>General Conditions</b>	<ul style="list-style-type: none"> <li>• All duties must be carried out complying with:</li> <li>• The Health &amp; Safety at Work Act.</li> <li>• Acts of Parliament, statutory instruments and regulations, as well as other legal requirements.</li> <li>• The General Data Protection Regulation (GDPR).</li> <li>• Relevant nationally-agreed codes of practice.</li> </ul>

## Person Specification

There are no formal entry requirements for this Apprenticeship standard. However, we are looking to attract applicants who have a keen interest in human resources, administrative and finance services, who can work well as part of a team and provide an excellent service. We expect applicants to demonstrate a "can do" attitude and have good numeracy and literacy skills on which to build their administrative skills.

All applicants will be required to take initial assessments in Maths & English through Wiltshire College.

Detailed the Essential column shows the minimum essential requirements for the post. The Desirable column shows additional attributes which would enable the applicant to perform the role more effectively with little or no training. They are not essential, but may be used to distinguish between applicants.

	Essential	Desirable
<b>Technical Competency (Qualifications and Training)</b>		
English and Mathematics to grade 4/C GCSE or equivalent level		√
Some knowledge and understanding of Microsoft packages, e.g., Word, Excel, Outlook	√	
Good ICT skills	√	
<b>Experience</b>		
Ability to work within a small team, within prescribed guidelines and meet deadlines	√	
Experience of administration work or experience of customer facing role		√
<b>Skills and Attributes</b>		
Good communication skills, written and oral	√	
Personable, professional, approachable and courteous at all times	√	
A quick learner	√	
Ability to demonstrate a proactive approach and show initiative	√	
Able to form and maintain professional relationships and boundaries with young people and adults	√	
<b>Personal Qualities</b>		
An interest in education and willingness to learn	√	



Helpful and positive nature with a can-do attitude	√	
Well organised with an ability to remain calm under pressure	√	
Personable, professional, approachable and courteous at all times	√	
Ability to be flexible and have an adaptable attitude to work and role when circumstances demand	√	
Energy, enthusiasm and resilience	√	
Understands the importance of confidentiality with high levels of integrity	√	
Non-judgemental	√	
Good attention to detail	√	
Good sense of humour	√	
<b>Safeguarding</b>		
Ability to demonstrate an understanding of safeguarding responsibilities	√	
<b>Other</b>		
Understand and be able to demonstrate a commitment to, Equal Opportunities and Diversity	√	

Please also note that where qualifications are required, employment is conditional on the verification of them. Qualifications (must be original documents) will be checked on the first day of appointment.



# Sheldon School

Chippenham



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