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| **Reception and Administration Apprentice** |
| **Employer:**  | Longfield Academy Trust  |
| **Location:**  | Longfield Academy, Longfield Road, Darlington,DL3 0HT |
| **Hours:**  | Teacher of Design and Technology (Food) - Jobs in Schools | North East37 hours per week  |
| **Salary:****Posts:** | From £4.30 per hour 1 |
| **Duties:** | Working in a busy school office you will support the administration team to undertake a range of clerical duties. This is a varied role including working in finance, HR and general reception. This is an excellent opportunity to work in a school office environment in a supportive environment. Duties include:* To act as the first point of contact and deal with enquiries by telephone and face to face ensuring that they are dealt with effectively and efficiently e.g. answering routine queries, directing enquiries and taking messages where appropriate
* To ensure that all visitors to school are received courteously, punctually and in-line with school security procedures
* To accurately record messages & deliver them to the appropriate staff members
* To provide routine administrative support duties including photocopying, filing, the completion of forms and mail shots
* To receive and make room bookings, ensuring that requirements are added to room bookings
* To receive money from pupils, parents and other parties and issue receipts as necessary
* To provide assistance to other members of staff as required
* To participate in relevant school activities and processes including performance management, attendance at staff meetings, involvement in CPD sessions and school functions as required
* To respect confidential issues linked to home/pupil/teacher/schoolwork and to keep confidences as appropriate
* To safeguard and promote the welfare of pupils to include adhering to all specified procedures and school policies
* Plus more duties as required.
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| **Training:**  | Training will take place periodically at our training centre in Darlington (DL1 5AJ) and/or remotely as required, to work towards the theory elements of the framework. The other days will be spent working with your employer gaining the skills and knowledge required to complete your Apprenticeship. Qualifications you will work towards are:* L3 Business Administrator Apprenticeship Standard
* Functional Skills in maths, English and ICT (as required)
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| **Progression:**  | Possible progression into full time employment for the right candidate. |
| **Closing Date:** | **Tuesday 1st February 2022** |
| **Apply:** | To apply visit the ‘Find an Apprenticeship’ website searching vacancy number [VAC001810342](https://www.findapprenticeship.service.gov.uk/apprenticeship/-703607)For more information please contact a Learning & Skills Adviser on 07932 869325 or L&S@darlington.gov.uk |