



JOB DESCRIPTION	
JOB TITLE	Business Support Apprentice
GRADE	Apprenticeship Rate
RESPONSIBLE TO:	School Business Support Officer
JOB PURPOSE: Under direction / instruction to provide routine clerical, administrative, financial, reprographic support to the school.	
In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with a lower graded post. Accountabilities/Responsibilities: • Provide general clerical and administrative support including word processing, minute taking, filing, distributing mail. • Undertake reception duties including answering the telephone and responding to routine queries • Undertake reprographic duties • Routine financial administration, including processing school orders, invoices, petty cash, postage, payment runs and banking • To provide support to colleagues to ensure best value achieved in the procurement of goods and services. • Maintaining and updating manual and computerised records including, for example, records of free school meals, school trips, registers, examinations etc including related financial administration. • To be responsible for processing payments for trips etc through Unofficial School Funds and ensuring accurate records are maintained. • General welfare support, where required, including liaison with staff and parents. General: • To work within school policies and procedures. • To contribute to the provision of an effective environment for learning. • To support the promotion of positive relationships with parents and outside agencies. • To attend skill training and participate in personal/performance development as required. • To take care for their own and other people's health and safety. • To be aware of the confidential nature of issues in line with GDPR. • Other duties at the same responsibility level may be interchanged/added to at the discretion of the Headteacher. • Use of own vehicle will be required to undertake banking duties. Vehicles must be appropriately insured for business use.	

Agreed by

Date: July 2025