

## St Patrick's RC High School Job Description

<b>Post Title:</b>	Teaching School Apprentice (18 month contract)
<b>Grade:</b>	TBA
<b>Status:</b>	The post holder is accountable to the Teaching School Co-ordinator and Teaching School Manager
<b>Primary Purpose of the Job:</b>	The post holder's core role is to support the administration function of the Teaching School.
<b>Professional Responsibilities:</b>	<p>The post holder will be given instruction and guidance and will be required to carry out the office duties set out below:</p> <p><b><u>Teaching School</u></b></p> <p><b>To support the Teaching School Co-ordinator, Teaching School Manager and Strategic Director of Teaching School with all administrative functions relating to the role as detailed below.</b></p> <ul style="list-style-type: none"> <li>• Maintaining the use of the Training Room facility to ensure it is used effectively and efficiently</li> <li>• To maintain and to ensure general good housekeeping of the workplace</li> <li>• To maintain a smart appearance and to act in a professional manner at all times</li> <li>• Answer the phone, record details and communicate to relevant staff member</li> <li>• Handling sensitive data and ensuring confidential waste is disposed of properly, ensuring full compliance with GDPR</li> <li>• Monitoring and ordering of resources/equipment for the Teaching School activities</li> <li>• Support with all activities taking place as part of the Teaching School – meet and greet, organising and preparing resources for CPD, refreshments, booking systems, venue and general responsibility for the Training Room</li> <li>• Providing administrative support for the recruitment and organisation of Senior Leaders of Education</li> <li>• Providing administrative support to Initial Teacher Training initiatives</li> <li>• Providing administrative support to the School Experience Programme</li> <li>• Providing administrative support in maintaining the School Direct database and assisting with the organisation of the School Direct trainees</li> <li>• Providing administrative support in relation to the NQT Appropriate Body</li> <li>• Providing administrative support to the School Provider Arm</li> <li>• Providing administrative support in relation to the CPD programme</li> <li>• Provide support with updates to: Teaching School website, social media, spreadsheets, calendar and producing flyers</li> <li>• Undertaking general Teaching School office duties, including filing, archiving and routine administrative tasks</li> <li>• Undertaking training and development as discussed and agreed with the line manager</li> <li>• Awareness and implementation of the organisation's working practices and policies</li> <li>• To undertake and successfully complete suitable college courses throughout the training period - leading to the award of a suitable level 2 or 3 qualification in administration</li> </ul> <p>To attend relevant training sessions as directed. Any reasonable office task may be requested by the Line Manager if a need arises.</p>

<b>Contract Details</b>	<ul style="list-style-type: none"> <li>• Term time only</li> </ul>
<b>Conditions</b>	36 Hours / week with an unpaid lunch break of 30 minutes
<b>Wage</b>	Salary will be between £15,414 - £17,711 per annum full-time <b>Actual salary will be between £13,043 - £14,986 per annum term-time only</b> (from April 2019) Dependent on experience
<b>Hours of Duty</b>	<b>Monday</b> 8:30am to 4:15pm <b>Tuesday</b> 8:30am to 4:15pm <b>Wednesday</b> 8:30am to 4:15pm <b>Thursday</b> 8:30am to 4:15pm <b>Friday</b> 8:30am to 4.00pm
<b>Additional:</b>	To support and demonstrate a commitment to the distinctive Catholic mission and ethos of the school.

**Note:** The post holder must carry out their duties with full regard to the school’s policies and in particular, Equal Opportunities and Health and Safety policies.

*The details contained in the job description reflect the content of the job at the date it was prepared. It should be remembered however, that it is inevitable that over time, the nature of the individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the school will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.*

**Name of Post Holder:**

**Signed:**.....  
(Post Holder)

**Date:**.....

**Signed:**.....  
(Headteacher)

**Date:**.....