



## Kessingland Church of England Primary Academy

Headteacher: Mr Adrian Crossland

Field Lane, Kessingland, Lowestoft, Suffolk, NR33 7QA Tel: 01502 740223

Email: [office@kessingland.dneat.org](mailto:office@kessingland.dneat.org) Web: [www.kessingland.dneat.org](http://www.kessingland.dneat.org)



Diocese of Norwich  
Education and  
Academies Trust

## Business Administration Apprentice Job Description

*This school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.*

### JOB PURPOSE

- To contribute to a high standard of administrative support for the school
- To contribute to the efficient running of the main Reception Office
- To help create a safe and welcoming environment to support the needs of the school community.

### KEY RESPONSIBILITIES

#### Reception

- Answer the telephone, taking accurate messages and taking responsibility for following up with enquiries and queries
- Assist with maintaining and updating the office area; to include noticeboard and information for visitors
- Take delivery of post and parcels and ensure they are delivered to the relevant people
- To respond to the needs of the school community and partners of the school as they are welcomed to the premises.

#### Safeguarding

- Ensure that safeguarding procedures for visitors are adhered to as per the school policy, direct people effectively and efficiently in a way that promotes a positive image for the school by assisting with:
  - Liaising with staff to ensure that they have shared information regarding any new or upcoming visitors to the school
  - Ensuring visitor ID is checked before issuing visitor badges
  - Ensuring that visitors on a red lanyard are clear about the expectations of being accompanied at all times

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- To ensure all visitors to the school are aware of how to report safeguarding concerns
- To ensure all visitors are aware of the invacuation and evacuation procedures.

## Support in other areas of the school

- Carry out administrative tasks as directed
- Maintain records, filing systems and computer files
- Input data
- Write and send letters and emails
- Answer queries by telephone
- Photocopy and collate documents as required.

## General Information

- All work performed / duties undertaken must be carried out in accordance with relevant policies and procedures
- You will be expected to be flexible in your duties and carry out any other duties commensurate with the grade and falling with the general scope of the job, as requested by management
- Post holders must at all times carry out their responsibilities with due regard to the Academy's policy, organisation and arrangements for Health and Safety at Work
- Make a positive contribution to the wider life and ethos of the School.

Staff Name : ..... Date: .....

Headteacher: ..... Date: .....

