



An 11 – 16 Leading Edge Academy and Teaching School of 850 students

CAMBRIDGE ROAD, LINTON, CAMBRIDGE, CB21 4JB

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Executive Principal: Mrs Helena Marsh, MEd

**BUSINESS ADMINISTRATION APPRENTICE
37.5 HOURS PER WEEK TERM TIME ONLY**

We are looking for a well organised, efficient and welcoming person to be the first point of contact for all visitors to the College as well as receive all telephone calls. The successful applicant should have strong IT, written, communication and inter-personal skills and be able to work as part of a friendly and supportive team.

The hours are 8.00 am - 4.00 pm Monday to Friday. Weekly salary is £148.00. You will be paid for term time only (38 weeks of the year = £388.50 per month). This is a 2 year apprenticeship, working with Cambridge Regional College on their Business Administration Intermediate Apprenticeship course.

THE POST OF COLLEGE RECEPTIONIST AND ADMIN ASSISTANT

- Ensure that visitors meet safeguarding expectations.
- Carry out reception duties including receiving all visitors, answering telephone calls and liaising with staff.
- Sort and frank all out-going mail.
- Carry out typing of letters as required.
- Assist with the co-ordination of parents' evening appointments.
- Support in the administrative duties for parents' evenings, in liaison with SLT & Admin Manager.
- Maintain records of minibus bookings, making sure the keys are available from reception when required.
- Communicating with parents via whole school email system.
- Open 'LVC' general emails and distribute or reply as necessary.
- Issue request of absence forms.
- Control and operate room booking system.
- Control the lockers system.
- Oversee the coordination of school photographs and vaccinations.
- Administration for, in liaison with SLT, school events such as Open Evening and Presentation Evening.
- Other duties as requested by the Line Manager / Senior Leadership Team.

RECRUITMENT INCENTIVES

- Free membership of the College's Fitness Suite.
- Childcare voucher benefits scheme.

APPLICATIONS

Your letter of application should include: your motivation for the post; how your skills relate to the person specification, experience you have gained through work or voluntary work activities or leisure interests.

The College is committed to safeguarding and promoting the welfare of children and young people. Appointments will be subject to DBS clearance and satisfactory references. Only applications submitted on the College's application form will be considered. If you have not heard from us within six weeks of the closing date please assume your application has been unsuccessful.

We welcome applications regardless of age, gender, ethnicity or religion.

Completed applications should be returned to Alison Miners at the College by 12 noon on Friday 23rd February.

Helena Marsh
Executive Principal
January 2018