**Calday Grange Grammar School
Job Description** 

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| **Finance and School Business Administrator Apprentice** |
| Contract: | Permanent – Full time Monday to Friday (term time plus 2 weeks) |
| Accountable to: | CFO and ABM |
| Actual Salary: | Band C point 4 (Actual annual salary £21,720) |
| Responsible for: | N/A |

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| Job Purpose: |
| To provide efficient and effective support to the school’s business administration functions, complying with relevant school policies, statutory regulations, and best practices. The role covers all aspects of finance, HR, health and safety, school office administration, and reception. The apprentice will gain valuable experience in ensuring the school operates smoothly and in accordance with all necessary guidelines and requirements. |
| **Principal Duties and Responsibilities**  |
| * Assist with day-to-day financial administration, including processing orders, invoices and petty cash, in compliance with financial procedures and school and statutory requirements
* Maintain the hiring and letting booking process and home to school transport (external and internal buses)
* Support the HR function with recruitment administration, maintaining staff records, absence monitoring, and ensuring compliance with GDPR and safer recruitment practices
* Contribute to health and safety compliance, including accurate record-keeping and supporting the implementation of risk assessments
* Provide general administrative support in the school office, including data entry, filing, and correspondence, following school policies and procedures
* Deliver excellent customer service at reception, greeting visitors and answering phone/email enquiries in line with safeguarding and visitor compliance procedures
* Maintain accurate records in accordance with school data protection and confidentiality standards
* Support the organisation of school events and trips, including bookings and communication with parents/carers, ensuring all necessary procedures and compliance requirements are met
* Carry out any other duties as required by the School Business Manager to support the school’s effective and compliant operation

**Support for the school*** Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Be aware of and support difference to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.
* Contribute to the school ethos, aims and development/improvement plan.
* Work as part of a team, appreciating and supporting the role of other people in the team.
* Attend and participate in meetings as required.
* Participate in training activities as required

**Note:** This is not a comprehensive list of all tasks which may be required of the postholder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade |
| **Personal Specification** |
| **Qualifications and Training*** Minimum 3 A Levels (or equivalent)
* Minimum GCSEs (or equivalent) in English and Maths (grade 4/C or above)
* Willingness to work towards an apprenticeship qualification in business administration, finance, or HR

**Experience*** Experience of working in a school or office environment (desirable, not essential)
* Experience using Microsoft Office applications

**Skills and Knowledge*** Good numeracy and literacy skills
* Strong organisational and time management skills
* Good attention to detail and accuracy
* Ability to maintain confidentiality and discretion at all times
* Effective communication skills, both written and verbal
* Willingness to learn and adapt to new systems and processes

**Personal Qualities*** Enthusiastic and motivated to develop a career in finance and HR
* Professional and approachable manner
* Ability to work independently and as part of a team
* Commitment to upholding the values and ethos of the school
* Reliable and punctual
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| **Disclosure** |
| The Governing Body is committed to safeguarding and promoting the welfare of students and the highest priority is given to this following the guidance and regulations of safeguarding. The post holder is subject to Enhanced Disclosure from the Disclosure Barring Service (DBS) and any other statutorily required clearance. |

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| **Other** |
| * This appointment is with the Governors of the school under the terms of a contract signed with the Governors as employers. It is subject to the current conditions of service applicable for this post and other current education and employment legislation.
* All employees of Calday Grange Grammar School have a responsibility to comply with policies and procedures relating to the safeguarding of students, child protection, health, safety, confidentiality, internet acceptable use (including social networking) and data protection.
* All employees are expected to be flexible in undertaking their duties and meeting their responsibilities. Staff are expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description.
* The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access for disabled members of staff or continued employment for any member of staff who develops a disabling condition.
* This job description is current at the date shown, but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade.
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September 2025