



Business Administrative Apprentice Job Description

Title of Role: Business Administrative Apprentice

Responsible to: Operations Manager

Weekly wage: £165

Work based benefits: Company laptop, Birthday off as annual leave, 28 days holiday (including bank holidays) a supportive and developmental staff development programme and full staff kit bundle.

Work pattern: Monday - Friday, 8.30am – 3.00pm, Total hours per week: 30. 6 hours off the job training per week. The apprenticeship will run for the length of 15-18 months.

Apprenticeship Level: Advanced - Level 3 (A level)

JOB PURPOSE

This is an excellent opportunity to gain experience in a supportive sports education and training setting. You will learn all aspects of Business Administration in a busy environment, to elevate your skills and experience.

KEY ACCOUNTABILITIES

- Provide office administration support across the Education and Training programmes and all cornerstones across the business when required
- Support in the maintenance of well-organised files and records of for pupils and staff
- Organising student/parent meetings, as well as liaising with the stakeholders
- Support the function of keeping the company databases up to date for pupils and staff as directed by the line manager
- Prepare reports from student and staff databases as directed – including bursary forms, and registers.
- Interact with students, parents, staff, and suppliers etc. either on the phone, email or in person and to maintain a professional approach at all times
- Take phone messages and passing them on to the relevant member of staff
- Follow up on all administrative communications such as invoicing, student or vendor enquiries
- Carry out stock taking and preparing orders for office stationery and supplies
- Photocopying any relevant documents
- Provide administrative support to departments as directed by line manager e.g. taking minutes at board meetings.
- Shredding, filing, and general office tidying
- Support the business in any other administrative ways as directed by line manager and the board of directors.

Area	Essential	Desirable
Safeguarding	<ul style="list-style-type: none"> ● Sports Connect is committed to safeguarding and promoting the welfare of young people and vulnerable adults. The candidate's ability to perform the duties aligned to safeguarding and Prevent strategies within this role will be explored during the interview process. ● A Sports Connect DBS will be carried out if offered the role 	<ul style="list-style-type: none"> ● A DBS no older than 3 months
Education, qualifications, training and work experience.	<ul style="list-style-type: none"> ● English GCSE grade 9-4 ● Maths GCSE grade 9-4 	<ul style="list-style-type: none"> ● 5 GCSEs at grades A*- C / 9-4 or Level 2 equivalents
Knowledge, skills and experience.	<ul style="list-style-type: none"> ● Enthusiastic and have an interest in working for a sports organisation ● A team player ● Reliable, committed, and punctual attitude ● Hard working ethic ● Willingness to be flexible and adapt to changing situations 	<ul style="list-style-type: none"> ● Experience in Microsoft Office and Google Workspace.
Communication, Evaluation, Monitoring & Reporting	<ul style="list-style-type: none"> ● Suitable verbal, written and presentation skills ● Fit our six company's values which are: Positive, Inclusive, Honest, Empowering, Respectful, Opportunity. 	
Other	<ul style="list-style-type: none"> ● Willing to undertake all other mandatory training as required by the Company. ● Please google the location/venue prior to applying ● Apprentices are paid for their normal working hours and training that's part of their apprenticeship 	