



**Apprentice Business Administrator (Level 3)
Application Pack
July 2022**

A message from the Headteacher...

Thank you for showing an interest in the role of our Apprentice Business Administrator here at Fort Pitt Grammar School. This is a really important appointment for us and the successful applicants will be integral in ensuring our high educational standards and expectations are met.

We are an outstanding school located on an historical site overlooking the River Medway, with facilities that enable us to provide high quality learning and teaching for our students. Some of our buildings date back to the Crimea War, but equally we also have a brand new state of the art Science building. We are a proud member of a small but beautifully formed Multi Academy Trust of five schools, Fort Pitt being a joint lead school.

Our aim is a simple one; to be the best school in the country, and by that we mean that all of our students receive a better education here than they would if they went to any other school in the whole country. Fort Pitt is a vibrant and dynamic school with high expectations and great ambitions for all of our students.

As a grammar school, academic rigour is part and parcel of our teaching, and we believe that the biggest factor influencing students' success is the quality of the learning experience they receive both in and out of lessons. We are looking for an outstanding person with the drive, tenacity and commitment to help ensure that student wellbeing is a key focus for the school moving forward.

As a school our popularity continues to grow year upon year, and as a result there will of course be future promotion opportunities for the right candidate. At Fort Pitt the happiness of students and staff is central to what we do. This application pack will only give you a little flavour as to what 'we are all about' but it gives a good indication. I believe in all of us working together to ensure the best outcomes for the young people we have been entrusted with. They get one chance to get it right, so it is vital we help them every step of the way. I do expect everyone to work hard, but I also want people to enjoy themselves whilst doing so!

You will find further information on Fort Pitt Grammar School in this pack, on our website, and via our social media channels, visits are also encouraged and warmly welcomed. If you wish to visit please contact Mrs Mary Burling, Headteacher's PA on 01634 842359 or headteacher@fortpitt.co.uk.

I believe that Fort Pitt is a fantastic place to work and hope that having read the information, you agree and decide to make an application.

I look forward to meeting you.

Yours sincerely,



Nicky Archer
Headteacher



About Fort Pitt...

At Fort Pitt, our values run through everything we do, and reflect our culture of ensuring our girls' happiness is at the heart of all our decisions; they are a set of core beliefs devised by both students and staff, which we feel encapsulates what we wish our students to strive towards during their seven years with us.

FORT PITT VALUES



Fort Pitt opened as a grammar school in 1984 and is one of the remaining 163 out of 3109 secondary schools. Prior to this it was the first technical school for girls in the country and opened in 1926 serving the communities of Rochester and Chatham. Our history is deep rooted in the local area with its oldest building dating from 1853 when it was a military hospital during the Crimean war and Florence Nightingale's first teaching hospital. Visited three times by Queen Victoria and Prince Albert, the buildings, estate and school continue to be of national historical significance.

Fort Pitt is one of six selective schools located within the Medway Local Authority area, three of which are single sex 11-18 grammar schools for girls. Much of our intake includes first generation grammar school students as well as first generation sixth-form students and university aspirants. Therefore, one of our key aims and challenges is to raise the aspirations and expectations of both students and parents.

We are not a 'super-selective' school and accept any student who has passed the Medway 11+ test. We do not rank students according to test scores when awarding places, differing from most other grammar schools. Our oversubscription criteria are very inclusive. The Trustees and Governors are committed to keeping the entry criteria as they are so that more students, including boys, have the opportunity to benefit from a grammar school education at KS5, even if they did not have this opportunity at KS3 and KS4.

We are known for having a strong supportive ethos providing an individualised approach to both pastoral care and academic support. We have a thriving Sixth Form, which became co-educational in September 2013. The school is comprised of five forms of entry in Years 7, 8 and 9 and four in Years 10 and 11. The Fort Pitt community is comprised of four houses: Meaden, Ryder, Somerville and Westwood. Each house was named by students because of the impact each high achieving woman had on the world.

At the centre of all that we do is high-quality learning and teaching, whilst maintaining the wellbeing of both staff and students. We have worked tirelessly to ensure teacher workload is as balanced as possible, and that everyone can focus their skill and time on delivering excellent lessons.

Most importantly, Fort Pitt is a supportive, caring, nurturing, challenging and fun place to study and work.



In addition to this we are members of the Beyond Schools Trust, a Trust with a strong belief in the value of lifelong learning, and one that fully prepares children so they have the skills, knowledge, values and character to be successful in the world beyond our doors. Everything we do is aimed at providing our staff with the resources and leadership to achieve their best. We believe that a happy, supported and motivated team create the best environment and opportunities for students to achieve their full potential.



Apprentice Business Administrator (Level 3)

Full-time – 37 hours per week all year round

Initial contract terms 27months

Salary: £9,280 per annum (for the first 12 months rising to minimum wage for remainder of the apprenticeship)

We are seeking to appoint a self-motivated and enthusiastic individual to become an integral member of our support team. The role is varied and interesting and the successful applicant will be mentored and developed to provide a first-class service to support our Heads of Departments, teachers and students. You will be undertaking your Level 3 Apprenticeship in Business Administration with KTA as your training provider. You will receive 20% off the job for training/study time and all exam fees and associated travel costs will be funded by the Trust.

To be successful at Fort Pitt, you will:

- Provide support and challenge to ensure our students are at the core of all that we do
- Embrace our supportive & warm ethos and culture
- Be a team player but also develop the initiative to work independently
- Be willing to get stuck in and offer support to the wider support team
- Enjoy working with young people and have a good sense of humour!

In return we will offer you:

- A happy school where all students are enthusiastic and realise their potential
- An incredibly supportive group of colleagues and leaders
- An opportunity to really make a difference to students' life chances and ambitions
- CPD opportunities both at school and Trust level

For an informal conversation about the role, please contact Nicky Archer Headteacher at headteacher@fortpitt.co.uk or on 01634 842359.

Key information:

Start date: September 2022

Salary Range: £9,280 per annum (for the first 12 months rising to minimum wage for remainder of the apprenticeship)

Visits: By arrangement with the school office

Closing date: 12:00pm on Thursday 14th July 2022

Headteacher: Nicky Archer, BA (Hons), NPQH

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JOB DESCRIPTION

Job Title:	Apprentice Business Administrator (Level 3)
Salary/Band:	£9,280 per annum (for the first 12 months rising to minimum wage for remainder of the apprenticeship)
Working Time:	37 hours per week – all year round
Reports to:	Headteacher's PA

OVERALL RESPONSIBILITY

To work independently and as part of a team to help develop, implement, maintain and improve the school's business services, whilst promoting a safer working environment and a culture that values everyone in the organization, alongside undertaking the Level 3 Business Administrator Qualification.

- Cover of the reception desk duties when required.
- Provide administrative support to the Senior Leadership Teams, Head of Departments and Head of Years, including electronic mailings to external stakeholders.
- Manage, develop and improve the administration of School Trips, liaising with staff and external stakeholders to ensure the safety of all students and staff involved. Ensure all administrative tasks relevant to the Trip Risk Assessment are adhered to.
- Upload payment items to relevant student ParentPay accounts, maintain ParentPay lists and develop processes to ensure payments are made.
- Minute the weekly team briefing
- Maintain Outlook School Calendar, in liaison with other key personnel.
- Undertake training to become the school's Duke of Edinburgh Awards Verifier.
- Assist with school events as requested; some of which may be out of hours (e.g. Results Day, Open Evenings, Parents Evenings).
- Be a first aider, attending to sick students/ members of staff/ contractors and liaising with parents.
- Assist the Headteacher's PA and Trust Offices in the collection and collation of confidential HR information.
- Produce annual Safeguarding training certificates for all staff
- Update and arrange printing of Annual School Planners
- Follow Trust policies and processes for the collection and banking of cash.
- Work collaboratively with the other members of the Administration team and assist in the delivery of ad hoc tasks.

As the apprenticeship progresses, there is an expectation that the individual will be able to use their own initiative to manage and prioritise tasks, applying problem solving and decision-making skills to develop the role towards the management and implementation of tasks.

Any retention of employment would be based upon the successful completion of the apprenticeship and the availability of a suitable position at the time.

Person Specification: Apprentice Business Administrator (Level 3)

Qualifications	
Essential <ul style="list-style-type: none"> • GCSE level or equivalent including English and Maths 	Desirable <ul style="list-style-type: none"> • Evidence of further training
Experience	
Essential <ul style="list-style-type: none"> • Good communicator with interpersonal skills • Common sense • Ability to work as part of a successful team • Initiative 	Desirable <ul style="list-style-type: none"> • Relevant administration work experience
Professional Knowledge and understanding	
Essential <ul style="list-style-type: none"> • Ability to listen and foster positive relationships 	Desirable <ul style="list-style-type: none"> • Awareness of child protection and safeguarding
Skills and Attributes	
Essential <ul style="list-style-type: none"> • Ability to develop good relationships • Calm, professional and courteous manner • Ability to work successfully as part of a team, sharing good practice • Ability to manage time and prioritise workload • ICT and computing skills 	Desirable <ul style="list-style-type: none"> • Proven commitment to enhancing your own skill and knowledge base
Personal Qualities	
Essential <ul style="list-style-type: none"> • Drive, grit, innovation and creativity • Enthusiasm, positivity and a sense of humour! • Honesty, integrity and a desire to put students at the heart of all you do • A willingness to 'get stuck in' and help make the school exceptional! • Commitment to inclusion, diversity and equality 	Desirable <ul style="list-style-type: none"> • Ability to be reflective, adaptable and self-critical

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust and the Head of People. This job description will be reviewed annually and is an integral part of the Appraisal and line management process

Equality and Inclusivity Statement

At Beyond Schools Trust we are striving to be a diverse and inclusive workplace where we can ALL be ourselves. We particularly encourage applications from underrepresented communities, including but not limited to those who identify as Black, Asian or from a Minority Ethnic background.

Apprentice Business Administrator (Level 3)- Application Process

Please apply via the KTA website: <https://www.kenttrainingandapprenticeships.co.uk/vacancies/apprentice-business-administrator-level-3-advanced-cta2891/>

Deadline for applications: 12:00 p.m. Thursday 14th July 2022

Interviews will take place shortly after the closing date

Further information about Fort Pitt Grammar School can be found on our website at www.fortpitt.co.uk In addition, potential candidates are warmly encouraged to take an informal opportunity to visit or telephone the school prior to applying.