



BUSINESS ADMINISTRATION APPRENTICE

JOB DESCRIPTION

RESPONSIBLE TO: Finance Operations Manager

LINE MANAGER: Business Plan and Senior Accounts Manager

DEPARTMENT: Thomas's Finance and Administration Office, Ringwood

PARTICULAR RESPONSIBILITIES

1. Ski trip and Ad hoc event administration
2. Ad hoc office projects
3. Term dates, tour programmes and advertising
4. Preparation of account codes for monthly and termly accounts.
5. Printed stationery and stock control
6. Schools Petty Cash
7. School licenses
8. Comparing other schools fees
9. Updating fees on website and sending out new fee structures
10. Liaising regarding Old Swan Wharf and Ranelagh Grove
11. Ordering school door plates and badges
12. Daily Post – ingoing and outgoing
13. Answering the phones

The Administrator will work as part of the Finance/Administration Office Team to ensure that everything incidental and conducive to the efficient running of the Ringwood office and the schools in London is carried out. They will liaise with the schools, parents and suppliers to ensure that queries and documentation are dealt with efficiently and that Thomas's London Day Schools meets its obligations efficiently and in line with good practice.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and work in accordance with our child protection policies and procedures.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's policies at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the school's Safeguarding Officer or Deputy Safeguarding Officer.