

# Job Description

<b>Directorate:</b>	SPS
<b>Job title:</b>	Business Administration Apprentice
<b>Responsible to:</b>	Kayleigh Williams/Graham Ball
<b>Responsible for:</b>	N/A

<b>1</b>	<b>Job Purpose</b>
1.1	To provide comprehensive administrative support to all SPS work streams and move around the business to provide additional support as and when required.
<b>2</b>	<b>Key Objectives</b>
2.1	To build excellent relationships with internal customers and other stakeholders, to ensure the best standards of service and support.
2.2	To support all of the functions by the completion of electronic photocopying filing and scanning and other ad hoc administration duties as required.
2.3	Coordinate office activities and operations to secure efficiency and compliance to company policies
2.4	To provide administrative support by preparing relevant information for meetings and taking minutes.
2.5	To be responsible for the administration of 'Employee of the Month' & Staff Suggestion Scheme.
2.6	To photocopy documents to meet required time, quantity and quality standards.
2.7	Manage phone calls and correspondence and to collect incoming mail and monitor and distribute to the teams.
2.8	Collating, ordering and distribution of any stationery requisitions for the teams.
2.9	Making sure the printers are stocked with paper daily and ordering of any new paper when running low to keep stock levels up.

2.10	To maintain efficient and effective filing systems.
2.11	To maintain satisfactory levels of attendance at college and achieve the Level 2 Business Admin Apprenticeship qualification within 12 months.
2.12	Meet appraisal targets and support the delivery and achievement of overall business objectives.
2.13	Develop the Group's commitment to equality and diversity and to promote non-discriminatory practices in all aspects of work undertaken.
2.14	Adhere with section 7 of the Health and Safety at Work Act to take reasonable care of own health and safety and that of others who may be affected by their acts and omissions.
2.15	This job description is not intended to be an exhaustive list but to indicate the main responsibilities of the post. It will be reviewed periodically to take into account changes and developments in service requirements.