

The Croft

Preparatory School



Business Administration Apprentice

A Message From The Headmaster



Marcus Cook

I am delighted that you are taking the time to find out more about joining The Croft family.

Here at The Croft Preparatory School we value personal qualities as well as the ability to uphold academic excellence. We are looking for someone with enthusiasm and energy, someone who can inspire, motivate, develop and innovate.

We believe that The Croft is a special place, where children's minds are engaged, their curiosity encouraged, their imagination ignited and their lives enhanced. If you believe that you could embrace the ethos of this traditional, but forward thinking, family school and play a part in moving it on to even greater things, then we would like to meet you.

This pack can only give you a glimpse of our wonderful school; however I hope it conveys the exciting opportunities offered here at The Croft.

About Our School - Join us for #theadventure

The Croft Preparatory School is an independent co-educational day school for children from 3 to 11 years old, situated in a beautiful 30-acre site, in the heart of the Warwickshire countryside, on the outskirts of Stratford upon Avon.

The 25-acres and 5 acre wood provides an extensive sports field and multiple outdoor learning areas with Forest School sessions incorporated into the curriculum for all Early Years and some Pre-Prep pupils. Class sizes are traditionally limited to 20 pupils.

At The Croft we have a 'small school attitude within a big school'. Our mission is to provide each child with academic challenge and the opportunity to succeed and develop a sense of self-worth, whilst nurturing a lifelong love of learning in a happy and secure environment.

Here, every child is educated as an individual, and fully supported, to challenge themselves to fulfil their potential, adopting a **Growth Mindset** along the way. All of this is achieved through a wonderfully compassionate and motivational Staff, who deliver the highest standards of pastoral care and academic excellence.

A faculty structure of subject areas enable pupils to use their **Creativity** to extend their learning, challenging themselves and thinking 'outside of the box'. These faculties lie at the heart of the unique forward thinking curriculum enabling opportunities in the Creative Arts, Emotional and Physical Development, Humanities, Languages and STEM. The all-encompassing experience helps pupils to achieve their lifetime goals with confidence and enthusiasm, becoming independent learners and embracing the challenges that pupils of today will face tomorrow.

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. The school is a member of IAPS.

About The Role

An exciting opportunity to start your career to become a Business Administrative Assistant. The role will be working within the Finance team and Administration team and will support the school with ensuring information is accurately disseminated.

Reporting to

Finance Manager

Hours of work

Full time 40 hours per week (paid lunch break)
Term time 35 weeks per year
Monday to Friday 8.15am to 4.15pm (core hours)

Role Start Date – End Date

September 2024 to March 2026

Salary

Apprenticeship rate

Location

Alveston Hill, Loxley Road, Stratford upon Avon,
Warwickshire CV37 7RL

Additional Benefits

Pension
Death in Service
Comprehensive Health and Well Being Plan
including cash back for optical, dental,
chiropody, therapy treatments (*physiotherapy,
acupuncture, chiropractic, homeopathy,
osteopathy*), consultations and a 24 hour advice
and information line (including counselling)
Health Club concessions and Discount Scheme
Holidays to be taken during non-term time
Car park
Cooked lunch on school premises (term time)

The school is an equal opportunities employer and
welcomes applications from all sections of the
community.

Course linked to the Apprenticeship

Course Provider and Location

TBC (local or remote)

Course Duration

12/15 months

Course Content

* Apprenticeship
Online learning, live webinars & in-school training
from a phase and subject specialist mentor.
20% time: knowledge, understanding & practice
80% time: administration and working alongside
expert colleagues

Application Process

Application Form

Croft Application Form must be completed in full for the application to be considered. Any discrepancies or anomalies in the information provided or issues arising from references will be discussed at the interview. Completed application forms can be emailed to jobs@croftschool.co.uk or returned via post.

Closing Date

17 May 2024

Interview Date

w/c 24 May 2024

What to expect at the end of your apprenticeship

A permanent position as an Administrator is not guaranteed following successful completion of this apprenticeship but may be considered if there is a position available.

Job Description

JOB TITLE: Business Administration Apprentice

REPORTING TO: Finance Manager

JOB PURPOSE: To provide administrative support to the Finance and Administration teams

KEY RESPONSIBILITIES:

- Meet and greet visitors to the School, ensuring that they are welcomed appropriately and directed to the necessary department and that any Health and Safety considerations are met
- Handle enquiries by email and telephone. Forward calls and messages to relevant people
- Use Microsoft Excel and Word to prepare information internally and externally
- Use various in-house software systems to record and update school data and information
- Support the administration and receipt of school fees
- Invoice hirers and receipt the income
- Update software for Wraparound charges and payment received
- Support the administration of budget holder reports and budget monitoring
- Input purchase transactions and card payments into the finance system
- Assist in the completion of official documentation required by DfE, auditors or other bodies
- Assist the Business Manager with IT support tasks
- Assist the Finance Manager with other finance related administrative tasks as required
- Support the work of the Administration department, as required

This list of responsibilities is not exhaustive and the employee may be required to perform duties outside of this brief as is operationally required and at the discretion of their Line Manager or Headmaster.

Expectations and Safeguarding

We have a Growth Mindset ethos for all. Therefore we expect all staff to have the enthusiasm and ability to inspire, motivate, develop and innovate, together with the desire to make a difference.

The School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Applicants must be prepared to undergo appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service. The position gives the regular opportunity for contact with children and young people and is therefore classed as a regulated activity.

If you have any queries please do not hesitate to contact the school on 01789 293795 or by email to jobs@croftschool.co.uk

Person Specification

	Essential Attributes	Desirable Attributes
Qualifications and Training	GCSE or equivalent Maths, English Language, Science (Grade 4/C or above) Proficient with MS Office (Outlook, Word, Excel, Powerpoint)	Evidence of relevant and significant training and commitment to further professional development
Experience		Experience of the working environment
Professional Knowledge and Understanding	A good standard of literacy and grammar	
Skills and Abilities	<p>Able to establish and develop positive relationships with parents and colleagues</p> <p>Effective communication (both orally and in writing) to a variety of audiences</p> <p>Highly organised, including time management, with good attention to detail</p> <p>IT literate to a high standard</p>	
Personal Qualities	<p>Hard working with high expectations</p> <p>Approachable and empathetic</p> <p>Enthusiastic and resourceful with a 'can do' attitude</p> <p>Exemplary personal and professional integrity and loyalty, maintaining the ethos of the school</p> <p>Able to act with integrity and observe strict confidentiality</p>	