

Banking and Business Support Apprentice

Service:	Schools Financial Services
Salary:	Apprentice
Reporting to:	Systems and Support Manager

Purpose of Role:

To assist in providing high quality and effective administrative support service to assist in the smooth management of SFS and the delivery of the Corporate Banking requirements.

To assist with the provision of a range of flexible finance support to schools and academies across both traded and statutory services ensuring sound financial practices.

Please note: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Annex A: Main duties and responsibilities:

1. Assist with the coordination and maintenance of the KCC Schools Card scheme and Corporate Banking scheme on behalf of Schools Financial Services for maintained schools liaising directly with the bank and KCC's treasury department.
2. Assist, support and advise school staff and colleagues in maintaining appropriate records in respect of the KCC Corporate Banking and KCC Schools Card scheme.
3. Assist with the administration support for the Senior Leadership Team including processing orders and invoices reconciling via iProc and any day to day office housekeeping.
4. Provide administration support to the team, in particular the Senior Leadership Team, including updating information systems including CRM, BPS, SharePoint, Kelsi, and any ad hoc systems updates required.
5. Participate in the support of the delivery of all business requirements of Schools Financial Services.
6. Observe the administration function of the Training Programme.

Annex B: Person Specification

	MINIMUM
QUALIFICATIONS <i>(if essential)</i>	Not required
EXPERIENCE/KNOWLEDGE	• Microsoft Word and Excel • Some understanding of finance
SKILLS AND ABILITIES	• Good written and verbal communication skills • Ability to work on own and as part of a team • Good IT skills • Good organisational skills • Ability to maintain confidentiality • Fluent in English

Annex C: Company Values and Expectations

At The Education People we are guided by our shared values:

- **Moral Purpose:** We are driven by our shared moral purpose to do all that we can, both directly and indirectly, to improve educational outcomes and life chances.
- **People First:** We are committed to always putting people first: our staff, clients and partners, and above all, the people we serve.
- **Stronger Together:** We believe in the power of partnership and collaboration, understanding that the very best outcomes are delivered only when we embrace challenge and work together – with each other, our clients and partners.
- **Excellence:** We strive to excel in the delivery of high quality services that produce lasting outcomes: balancing pace, precision, practicality and cost.
- **Spirit of Innovation:** We have a restless curiosity; we embrace every opportunity to learn, to challenge the status quo, and to seek to set new standards for outcomes and delivery.
- **Integrity:** We expect the highest standards of professionalism and integrity of ourselves and others, acting at all times within the ethical framework of our values.