



Business Administrator

A Business Administrator is responsible for providing administration, clerical and reprographic functions across a range of departments and businesses. This may also include customer facing responsibilities. Spanning a wide range of sectors, business administration provides critical functions for businesses to operate smoothly and effectively. A Business Administrator will be required to be flexible and responsible to business needs, which in turn will allow the individual to develop a wide range of skillsets and a rounded knowledge of business operations.

The role may involve working independently or as part of a team and will predominantly involve developing, implementing, maintaining and improving administrative services to support improved business function.

The role involves demonstrating strong communication skills, both written and verbal, and adopting a proactive approach to developing skills. A Business Administrator will also be required to develop and show initiative, effectively manage their own time, provide solutions to issues presented and ensure effective decision making.

Programme Benefits and Outcomes

Your Business Administrator will be able to;

- Develop a range of technical proficiencies, including but not limited to – IT, Record and Document Production, Decision Making, Communication, Quality Management, Planning and Organisation, Project Management
- Understand how the skills fit your business and customer needs and implement these effectively
- Provide exceptional customer service

Nationally and Industry Recognised Qualifications

Alongside the programme, your employees will gain a Professionally recognised qualification to support their development, supporting your organisation in developed a high-skilled workforce.

Continuation Courses for your Employees

TEAM LEADING AND MANAGEMENT

Once proficient in role, with the skills, knowledge, behaviours and experience needed to thrive, our tailored pathway courses support your organisation to progress employees into leadership roles, taking on supervisory, team leading and line management responsibilities. We do this successfully through tailoring our programmes to the specific needs of your employees' leadership development, alongside the detailed requirements of your business.

Successful completion of the Business Administrator programme can lead onto;

TEAM LEADING LEVEL 3

TEAM LEADING LEVEL 5

OPERATIONS MANAGER LEVEL 5

Programme Support and Additional Services

Our programmes are developed to support your business needs in developing the talent, skills and knowledge needed to help your business grow and succeed. Our Business Administrator course also includes the following components;

18 months programme duration

supported through industry recognised qualification

Dedicated Account Manager

monthly meetings to satisfy all your questions, feedback and communication needs

Personalised coach, tutor and assessor

weekly contact for your employees 20% off the job training (face-to-face, virtual and telephone)

Training Costs

Levy businesses can use their contributions to pay for this training. The costs will be £5,000.

If you are not a levy paying business there may not be a cost for this training. If the employee on this programme is under 19 and your business has less than 50 employees, there will be no cost for the training. If they are over 19 and/or your business has over 50 employees then you will contribute 5% towards the cost of the training which would be £250.

Contact us

With Academies throughout the UK, get in touch today to find out how your employees can begin their journey, and how we can support your organisation with your workforce education and training

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