

Business Administration Apprentice Candidate Pack





WELCOME

We are delighted to offer an exciting opportunity for an enthusiastic, motivated, and dedicated individual to join our busy school office team as a Business Administration Apprentice.

This role is perfect for someone looking to launch a career in administration within a deeply supportive school environment while working towards a Level 3 Business Administrator qualification. As a vital part of our friendly team, you will show care and respect towards yourself and others, contributing directly to the smooth day-to-day running of our school. You will gain rich, hands-on experience in school operations, communication, and data management, helping to ensure that our families, staff, and visitors always feel valued and listened to.

LAVENDER PRIMARY SCHOOL

Lavender is a special place – enjoyment and challenge are at the heart of all we do. We believe that every child is unique and we aim to nurture and inspire them in a safe, secure and stimulating environment.

We are committed to giving each child the best education, creating a love of learning and a curiosity about the world around them.



“This is a friendly and highly inclusive school where everyone is valued and diversity is celebrated. Staff and pupils appreciate the dedicated pastoral care the school provides. There is a calm and nurturing atmosphere in lessons, where pupils behave well and can focus on their learning without disruption.”

~ Ofsted, May 2025

**Care, Honesty,
Determination,
Respect,
Responsibility and
Appreciation**

KEY INFORMATION

Age range:

2 to 11

Location:

Enfield, North London

School type:

Academy converter
Ivy Learning Trust

Pupils on roll:

473

Children eligible for FSM:

20.7%

2025 KS2 results:

65% achieved expected
standard (combined)

Ofsted:

Good, May 2025



“Pupils play happily together at playtime and enjoy the range of activities on offer. They love coming to school every day and attendance is high.”

~ Ofsted, May 2025

Our Values

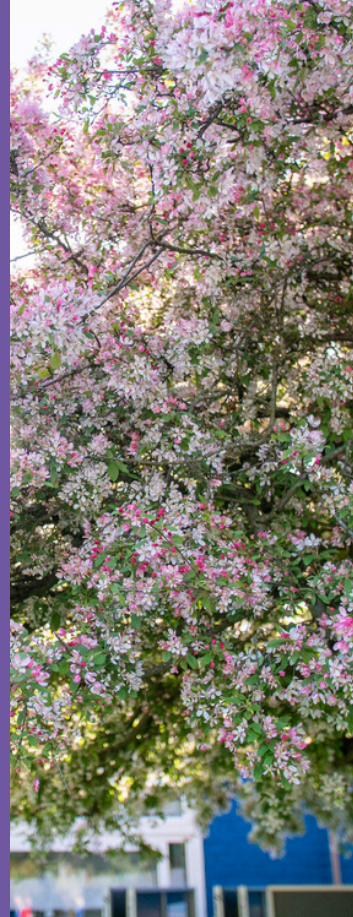
Ivy is a charity and our purpose is to provide education for the public benefit.

At Ivy, we make it easy to make a difference:

 Easier to Learn.

 Easier to Teach.

 Easier to Lead.



Ivy Learning Trust is a family of schools dedicated to giving children a great education. We formed our Trust in 2017 with two Enfield primary schools, Brimsdown and Lavender, in order to formalise the already close working relationship between them. We now have a network of 17 primary schools across North London and Hertfordshire.

This collaboration has enabled our community to benefit from the expertise and talents at each joining school, with leaders sharing successful techniques and innovations. Staff enjoy better access to CPD programmes and opportunities to develop their careers. We are a supportive community, dedicated to ensuring that no one is left behind and that everyone benefits from being part of our Trust.

OUR SCHOOLS



17

Schools

*All Good,
Outstanding or
Expected Standard+*

SCHOOL	LOCATION	JOINED	OFSTED
1. Lavender	Enfield	2017	Good (2025)
2. Brimsdown	Enfield	2017	Good (2023)
3. Churchfield	Enfield	2018	Good (2022)
4. Eastfield	Enfield	2018	Good (2022)
5. Larkspur	Hertfordshire	2018	Good (2023)
6. Walker	Enfield	2019	Good (2023)
7. The Wroxham	Hertfordshire	2019	Good (2024)
8. Woodside	Hertfordshire	2020	Good (2025)
9. Crabtree Infants	Hertfordshire	2021	Outstanding (2024)
10. Crabtree Junior	Hertfordshire	2021	Outstanding (2023)
11. Peartree	Hertfordshire	2022	Good (2025)
12. Martins Wood	Hertfordshire	2022	●●●●●● (2025)
13. Watchlytes	Hertfordshire	2022	●●●●●● (2025)
14. Round Diamond	Hertfordshire	2023	Outstanding (2025)
15. Windhill21	Hertfordshire	2024	Outstanding (2025)
16. Richard Whittington	Hertfordshire	2024	Good (2019)
17. De Bohun	Enfield	2025	Good (2020)

**Schools inspected since joining Ivy.*

JOB DESCRIPTION

Key Responsibilities:

- **Reception & Hospitality:** Answer the telephone, greet visitors warmly at the school reception, and respond to routine queries from staff, pupils, parents, and carers.
- **School Communications:** Process incoming and outgoing emails and assist with creative school communications (letters, texts, Google Forms, and newsletters).
- **Data & Records Management:** Maintain and accurately update computerised and manual records, including class registers, school trip admin, and free school meal data.
- **Financial Administration:** Undertake routine financial administration.
- **Safeguarding:** Always following strict safeguarding and child protection procedures.
- **Professional Growth:** In conjunction with the School Office Manager, take active responsibility for your personal development, bringing curiosity and a growth mindset to your daily tasks.

What We Offer You:

- Competitive apprentice wage (reviewable based on age / guidelines).
- Dedicated time away from day-to-day duties to complete your Level 3 Business Administrator standard with our training provider.
- A fantastic foundation of transferable skills opening up future administrative career pathways within the education and local government sectors.
- A fun, collaborative, and highly supportive staff team.
- Well established learning culture with high expectations for behaviour and learning.
- Collaborative and supportive working environment.
- Supportive parents and community.
- Well behaved children who enjoy their learning.
- Excellent professional development opportunities within the school and the Trust.

JOB DESCRIPTION

Overall Purpose of the Post:

To work as part of the Administration Team providing an efficient, courteous and effective administration service at Lavender Primary School while undertaking a Level 3 Business Administrator Apprenticeship.

The postholder will support the day-to-day operations of the school, developing skills and knowledge through practical experience and formal training.

School Reception Support

- Act as a first point of contact for parents, visitors and pupils, ensuring a professional and welcoming reception service.
- Answer telephone calls, take accurate messages and direct enquiries appropriately.
- Monitor and respond to the school inbox where required.
- Receive and distribute incoming mail and deliveries.

Administration & Data

- Support the maintenance of manual and electronic records, including pupil data and attendance systems.
- Undertake general administrative duties including filing, photocopying and document preparation.
- Assist in producing letters, newsletters and other communications for parents and staff.
- Ensure all records are maintained in line with GDPR and confidentiality requirements.

Finance & Resources

- Support routine finance processes such as raising purchase orders and processing invoices.
- Assist with basic financial administration.
- Help maintain stock levels of office supplies and resources.

JOB DESCRIPTION

General School Support

- Assist with the organisation of school events, trips and activities.
- Support the coordination of meetings and room bookings.
- Work flexibly across the school as required.

Safeguarding

- To work in accordance with all safeguarding policies and requirements in the school.

Apprenticeship Requirements

- Undertake a Level 3 Business Administrator Apprenticeship qualification.
- Participate in off-the-job training (minimum 20% of working time).
- Develop knowledge, skills and behaviours relevant to the role.
- Engage fully with training provider, assessments and progress reviews.
- Act as a positive role model, demonstrating professionalism at all times.
- Maintain high standards of confidentiality.
- Ensure safeguarding of pupils and remain vigilant to any concerns.
- Comply with all Trust policies and procedures, including health and safety and financial regulations.
- Undertake any other duties appropriate to the role as directed by the School Office Manager.
- Take reasonable care of own health and safety and that of others and informing relevant staff of any concerns.

JOB DESCRIPTION

All Staff Will:

- Promote equality of opportunity.
- Follow safeguarding guidelines and child protection policy / procedures.
- Keep their own performance under review, contributing to monitoring, evaluation and review and participate in performance management / appraisal.
- Promote positive attitudes and behaviour.
- Be committed to achieving the Trust values.
- Promote the Trust in the community.
- Work in partnership with all colleagues including the Trust Board / LGBs.
- Support Codes of Professional Ethics / Safe Practice in the Staff Handbook.
- Have regard for and act in accordance with Health and Safety policy / practice.
- Celebrate success of pupils and staff.

The post holder shall ensure that the duties of the post are undertaken with due regard of the Trust's policies and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.

The job description should not be viewed as a comprehensive description of the post. Whilst every effort has been made to explain the main duties and responsibilities, each individual task undertaken may not be identified.

Employees will be expected to:

- Comply with any reasonable request from those in a position of authority to undertake work of a similar level that is not specified in this job description.
- Work with and alongside other staff to ensure that the Trust provides the best possible outcomes for all children.

PERSON SPECIFICATION

Essential	Desirable
<ul style="list-style-type: none"> • GCSEs (or equivalent) including English and Maths (C / Grade 4 and above). • Willingness to work towards a Level 3 Business Administrator qualification. 	<ul style="list-style-type: none"> • Previous administrative experience (school or office-based).
<ul style="list-style-type: none"> • No prior experience required, however a willingness to learn and develop in an administrative role is essential. 	<ul style="list-style-type: none"> • Experience of working in a school environment either in a paid or voluntary capacity. • Experience of working in an office, reception or customer service environment.
<ul style="list-style-type: none"> • Good communication and interpersonal skills. • Ability to organise and prioritise work. • Ability to work as part of a team. • Understanding of confidentiality and professionalism. 	
<ul style="list-style-type: none"> • Enthusiastic and willing to learn. • Reliable and punctual. • Professional and approachable manner. • Suitable to work with children. • Awareness of ability to respect confidentiality. 	
<ul style="list-style-type: none"> • Basic IT skills including Microsoft Office. 	
<ul style="list-style-type: none"> • Understanding of Data Protection and confidentiality. 	
<ul style="list-style-type: none"> • Understanding of the school and Trust's Ethos and Values. 	

PERSON SPECIFICATION

Essential	Desirable
<ul style="list-style-type: none">• Ability to communicate effectively in English, both written and verbally.	
<ul style="list-style-type: none">• Ability to pay close attention to detail to ensure accuracy.	
<ul style="list-style-type: none">• Resourcefulness, enthusiasm, patience, resilience and a sense of humour.	
<ul style="list-style-type: none">• Ability to deal with everyone in a positive and professional manner, which promotes a positive image in line with our school's vision and ethos.	

DETAILS AND TIMELINE

Contract Type:

Apprenticeship

39 weeks per year

37.5 hours per week

Salary:

National minimum wage
depending on age

Closing Date:

30 June 2026

Our Policies:

[Privacy Notice](#)

[Code of Conduct](#)

[Recruitment](#)

[Safeguarding](#)

Lavender Primary School is committed to safeguarding and promoting the welfare of children and young people. The post is subject to an enhanced disclosure and medical checks.

To arrange a visit, or if you would like to have an informal discussion about the post, you are most welcome to call Jodie Corbett, Headteacher, on 0208 363 1058.

