



Job Description

Apprentice Business Administrator

Location:	Lighthouse Multi Academy Trust Offices, Davis Road, Willenhall, WV12 5HA
Wage:	£14,526.20 for your first year, then could increase depending on your age National Minimum Wage rate for apprentices
Training course:	Business administrator (level 3)
Hours:	Monday – Friday 37 hours Mon- Thurs 8am – 4pm Friday 8am 3.30pm
Start date:	Spring Term 2026
Duration:	1 year 6 months

Specific areas of responsibility and key tasks:

Administrative Support

- Maintain business records
- Assist with filing, photocopying, and data entry.
- Prepare and distribute correspondence such as emails, letters, and notices.
- Handle enquiries about Trust policies, schedules, and events.



Visitor & Security Management

- Monitor and log visitors to the trust office and innovation centre.
- Issue visitor passes and ensure compliance with security protocols.
- Maintain staff and visitor details on electronic sign in systems.
- Report any suspicious activity to the appropriate member of the team.

Communication

- Relay messages between team members and departments.
- Send out reminders for meetings, events, and deadlines.
- Handle emergency calls and communicate urgent information promptly.

Scheduling & Coordination

- Manage appointments for the central team.
- Coordinate meetings and MAT events, which may involve working at alternative locations and from time to time outside of normal office hours.
- Assist with scheduling training for the relevant departments.
- Any other tasks that may be required by members of the central team.

The Lighthouse Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.