



Business and Administration Apprenticeship

Hours: 37.5 hours per week - Term Time Only
Contract: Duration of apprenticeship
Salary: TBC – Apprenticeship Rates (Depending on Age)
£13,461 - £18,054 pro rata, per annum
(full-time equivalent between £15,600 and £20,923 per annum)
Start date: ASAP

Glenmoor & Winton Academies are looking to appoint an enthusiastic, versatile and reliable person to join our Teaching School Hub team, working 37.5 hours per week, 08.00 to 16.00hrs Monday to Friday, term time only.

You will report to and assist the Teaching School Hub Director; the role will initially be offered on an apprenticeship basis. However, there may be opportunity for this to extend and become permanent.

The main responsibilities will be running the website and social media sites for the TSH, meeting and greeting visitors, and undertaking a range of clerical and administrative support tasks which will vary from day to day. Applicants should be flexible, conscientious and able to work with minimum supervision once trained. Confidence communicating on the phone and face to face with visitors is imperative, undertaking administrative duties is also essential.

The successful candidate will be competent in the use of IT with the ability to effectively use Microsoft Office packages.

If you would like more information about the role or to apply, please contact Mel Marshall, Teaching School Hub at mmarshall@glenmoorandwinton.org.uk

Closing date: 31st August 2026

Interviews: 10th September 2026

www.swindonwiltshiretsh.org.uk

The Academy is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening, including checks with past employers and an Enhanced Disclosure via the DBS. To comply with the Immigration, Asylum and Nationality Act 2006, all prospective employees will be required to supply evidence of eligibility to work in the UK.

Principal: Mr Leon Lima

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