



## Business Administration Apprentice – Level 3

### Job Description

#### About this Role

Shakespeare Primary School are seeking to appoint a motivated, enthusiastic and committed Business Administration Apprentice to join their dedicated team. This vacancy is being managed by Plymouth and Cornwall training.

#### What is an apprenticeship?

A real job with hands-on experience and a salary – alongside industry standard training and a qualification. An apprenticeship is for people of all ages 16+, to help kick-start a career in a job that suits their skills and interests, to facilitate a career change or for people who would like to progress in their current role. Apprenticeships are available in a wide variety of sectors and roles and at different levels.

**Vacancy Title:** Apprentice Business Administration Assistant

**Wage:** £12,689 per annum

**Hours per week:** 37.5

**Weeks per year:** 39

#### Employer Description:

Shakespeare Primary School is one in which everyone is valued and belongs.

We are proud of the community spirit that exists, and of how everyone involved in our school works together to create and maintain a broad and balanced curriculum that caters for the needs of our children at this time, whilst preparing them for the future world in which they will live. We believe that every child should learn the skills for lifelong learning and be supported to develop as good citizens who contribute fully to their community. For the children to reach their full potential we work in partnership with you as parents, carers and colleagues so that all of us understand what children are learning and are able to achieve.

#### Vacancy Short Description:

An exciting opportunity for a confident people person to train in Business and Administration. The role is varied and busy and involves demonstrating strong communication skills (both written and verbal) and adopting a proactive approach to developing skills.

Business administrators have a highly transferable set of knowledge, skills and behaviours which can be applied in all sectors. The role could involve working independently or as part of a team and will involve developing, implementing, maintaining and improving administrative services. Business administrators develop key skills and behaviours to support their own progression.

Working as part of a friendly team you will have a varied role to help the school run smoothly.

- Customer emails
- Use IT packages and systems, such as word and some excel
- Produce accurate records and documents
- Process the post
- Answer telephone and deal with queries, delivering messages to appropriate persons
- General office administration

### **Training to be provided:**

You will develop knowledge and understanding of;

- The organisation's purpose, activities, aims.
- The organisation's structure and how your work benefits the organisation
- The laws and regulations that apply to your role including data protection, health & safety, compliance etc
- The organisation's internal policies and key business policies relating to sector
- How to apply a solutions-based approach to improve business processes and helping define procedure

### **Skills Required**

- Good communication skills
- Problem solving skills
- Knowledge of IT systems such as Microsoft Excel and Word
- Ability to work proactively as part of a small team.

### **Personal Qualities**

- Approachable and friendly
- Able to manage priorities and own time
- A passion to learn and develop
- Willing to learn and have a positive attitude.

### **Qualifications**

- You will be willing to complete and undertake the Business Administrator Level 3 Apprenticeship
- **GCSE Grades A-C/9-4 in English and Maths is essential**

With 18 individual primary schools, the Learning Academies Trust is the largest primary school trust in Plymouth and the first education employer in Plymouth to achieve the Livewell Southwest Wellbeing at Work Bronze Award. The Trust is committed to supporting the wellbeing of all staff and is proud to work closely with official bodies to ensure we have a holistic approach to staff wellbeing.

We are committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out; references will be sought for all shortlisted candidates and all shortlisted candidates will be requested to complete a questionnaire about any convictions or adult cautions that are unspent. Guidance will be given to those shortlisted. Appointment is subject to an Enhanced DBS.

If you would like to apply for this position, please click the link to submit your application form as soon as possible. For any questions about the apprenticeship please contact [tim.scott-lloyd@pafc.co.uk](mailto:tim.scott-lloyd@pafc.co.uk)