



Business Administration Apprentice

Recruitment Brochure

May 2026

Start date 1st September 2026



SIR WILLIAM ROBERTSON
ACADEMY

Proud to be part of



About Sir William Robertson Academy

Sir William Robertson Academy is a highly successful 11-18 non-selective Lincolnshire school. We are proud to be one of the most sought-after schools in the area, with parents recognising the benefits of choosing a very successful school set in a peaceful and rural location.

Sir William Robertson Academy's aim is for all of our pupils to **Aspire to be the best that they can be**, and this core principle drives our vision for our carefully planned and structured curriculum. Children come first at our school and this is a principle which guides all of our Trust's schools. We embrace the quotation from the pioneering aviator Amelia Earhart, 'No Borders, Just Horizons' as a message of boundless optimism and opportunity for our pupils if they embrace all that our school has to offer.

Our first priority is to ensure that all of our pupils are safe, secure and happy within our school community, and are equipped with the vital skills needed to move confidently into adulthood, within a rapidly changing and technologically complex world.



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Job title: Business Administration Apprentice (L3)

Working pattern: Term Time plus 2 Weeks, 37 Hours Per Week,

Contract Term: Apprenticeship duration, 18 Months programme (plus 3 Month EPA)

Start date: starting September 2026

Salary: Apprenticeship Salary, minimum £8p/h, Actual Amount Dependant on Age

The Role

We are seeking a highly motivated and enthusiastic individual to join our team as a Business Administration Level 3 Apprentice. This role is designed to provide comprehensive on-the-job training, leading to a nationally recognised qualification.

Working under the guidance of the experienced office administrative staff, your duties will be varied and will include:

- Administrative Support: Providing general administrative and clerical support, including filing, photocopying, scanning, and data entry, ensuring all records are maintained accurately and confidentially.

- Communication: Acting as a first point of contact for the school, handling telephone enquiries, managing the school's general email inbox, and welcoming visitors and students in a professional and courteous manner.

- Financial Assistance: Assisting with basic financial processes, such as managing petty cash, and reconciling simple accounts, under supervision.

- Record Keeping: Supporting the maintenance of student and staff records, ensuring compliance with data protection (GDPR) regulations.

- Meeting and Event Support: Assisting with the preparation for meetings, including minute-taking, and supporting the organisation of school events, such as Open evenings, parents' evenings and presentation evenings.

- Stock Management: Monitoring and ordering office supplies and resources, ensuring the school office is well-equipped.

- Compassion – Deal with student queries and issues with professionalism, liaising with other members of staff as necessary.

The Apprenticeship Programme

You will be enrolled on the Business Administrator Level 3 Apprenticeship Standard. This will involve a combination of workplace learning and formal training with a designated training provider. You will develop lots of valuable skills on the apprenticeship, including:

- IT and Digital Systems
- Communication and Stakeholder Management
- Project Management Principles
- Record and Document Production
- Decision Making and Problem Solving

Our school is committed to inclusion and to safeguarding and promoting the welfare of children and young people. The school expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced DBS check.



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	Essential	Desirable
Qualifications	Grade 5 GCSE in English and Maths (functional skills can be completed as part of the apprenticeship).	
Knowledge & Experience	<p>Knowledge of Data Protection and confidentiality (GDPR).</p> <p>Understanding of school office administration processes.</p> <p>Awareness of customer service principles.</p>	
Skills & Aptitudes	<p>Good written and verbal communication skills in British English</p> <p>Comfortable using Microsoft Office applications (Word, Excel, Outlook).</p> <p>Strong organisational skills and meticulous attention to detail</p> <p>A genuine interest in pursuing a business administration career within education.</p> <p>A pro-active, can-do attitude.</p>	Experience working in a team
Personal Attributes	A proactive and positive approach to work.	Desire to learn

