



Person Specification: L3 Business Administrator Apprenticeship

Essential

Qualifications
- GCSE Grade 4/C or above (or equivalent) in English and Mathematics, or willingness to work towards required qualifications as part of the apprenticeship. - Eligibility to undertake a Level 3 Business Administrator Apprenticeship.

Knowledge and Experience
- Good IT skills, including Microsoft Office applications. - Ability to communicate effectively both verbally and in writing. - Ability to organise and prioritise workload. - Understanding of the importance of confidentiality. - Experience of working in a customer-facing or administrative environment is desirable.

Personal Qualities
- Calm, professional and approachable manner. - Friendly and welcoming attitude towards pupils, families and visitors. - High standards of professionalism and presentation. - Reliable, punctual and committed. - Strong attention to detail. - Positive attitude and willingness to learn. - Able to work both independently and as part of a team. - Understanding, patient and empathetic approach. - Flexible and adaptable to the changing needs of a school environment. - Strong commitment to providing excellent service to colleagues, pupils and visitors. - Desire to build a long-term career in business administration.

Other Requirements
- Full UK driving licence. - Access to a vehicle for work-related travel between Taunton sites. - Ability to work across multiple locations within Willow Vale School.

What We Can Offer
At Willow Vale School and the Bower Learning Partnership, we can offer:
- A welcoming and supportive team environment. - The opportunity to gain a nationally recognised Level 3 Business Administrator Apprenticeship qualification. - Dedicated mentoring and support from experienced administrative professionals. - Hands-on experience within a specialist educational setting.



• The opportunity to work alongside talented colleagues committed to improving outcomes for young people.
• A culture of learning, development and professional growth.
• Opportunities for future career progression within the Partnership and the wider education sector.
• Employee wellbeing support and access to Partnership benefits.
• The chance to make a real difference to the lives of young people and their families.

Safeguarding Statement

The Bower Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to pre-employment checks, including an enhanced DBS check, online screening and satisfactory references in line with Keeping Children Safe in Education guidance.