



JOB DESCRIPTION

Business Administration Apprentice Level 3

Salary	National Minimum Wage for an apprentice, in line with statutory requirements
Hours	37
Working Pattern	Monday to Friday
Contract	Fixed Term 18 months
Responsible to	Office Manager

Location: Embark Federation Central Team, University of Derby, Kedleston Road, DE22 1GB

About the role

We are looking for an enthusiastic and organised apprentice to join our Central Team. This is a varied entry-level role providing general administrative support across the team while gaining practical experience of working within a busy education organisation.

The role will include supporting the day-to-day running of the Central Team, helping with bookings and events, maintaining records and information, preparing documents and communications, and providing general administrative support wherever it is needed.

This is an opportunity to learn on the job, build confidence and develop a broad range of transferable skills while working alongside colleagues across the Federation.



What you will be doing

The role will be varied and will include:

- Supporting the organisation of meetings, training sessions and events, including booking rooms and venues, arranging refreshments and food, confirming numbers and dietary requirements, preparing meeting spaces and ensuring any required materials or equipment are available.
- Managing day to day visitor arrangements, including making bookings through the visitor system, providing relevant arrival information and welcoming and directing guests when they arrive at the Central Team.
- Supporting travel and accommodation arrangements for Central Team colleagues, including researching suitable options, making bookings as directed and maintaining accurate booking information.
- Supporting the management of shared calendars, meeting invitations and appointments, and helping to coordinate general enquiries received by the Central Team.
- Answering telephone calls and responding to routine enquiries, taking accurate messages and directing queries to the appropriate colleague where required.
- Preparing and formatting documents, spreadsheets, presentations, agendas, meeting papers and other materials to support the work of the Central Team.
- Updating records, trackers, contact lists and other information, ensuring records are accurate, organised and kept up to date
- Supporting routine communications with schools, colleagues and external organisations, including preparing and distributing emails, information and meeting or event details.
- Completing filing, data entry, scanning and other general office administration, and helping to keep shared information, resources and office areas organised.
- Providing practical administrative support for Central Team projects and activities.
- Using and developing confidence in Microsoft 365 and other systems used by the Central Team, including Outlook, Word, Excel, PowerPoint, Teams and relevant online platforms.
- Undertaking other reasonable administrative duties appropriate to the apprenticeship and providing support across the Central Team as priorities require.



Your apprenticeship

Alongside your role, you will complete an appropriate apprenticeship qualification. The most suitable apprenticeship and training provider will be discussed with the successful candidate, taking account of their previous qualifications, experience and development needs.

You will receive time and support to complete your apprenticeship alongside practical, on-the-job learning.

About you

We are not looking for lots of previous experience. We are looking for someone who:

- Is keen to learn and develop.
- Is organised and reliable.
- Communicates well with different people.
- Has good attention to detail.
- Is comfortable using, or willing to learn, digital systems.
- Can work as part of a team and use their initiative.
- Understands the importance of confidentiality and professionalism.
- Shares Embark's values of Family, Integrity, Teamwork and Success.

Contract

The post will initially be offered on an **18-month fixed-term contract** to support completion of the apprenticeship. There is no guarantee of employment beyond the apprenticeship period, although opportunities available at that point can be explored.

The successful candidate will be paid in accordance with the **applicable statutory National Minimum Wage requirements for apprentices**.