



### **Business Administration Apprentice**

**Salary:** £4.00 per hour with an increment after 6 months for outstanding performance

**Hours:** 36 hours pw /52.14 wks

**Duration:** 12 months contract

We are looking to recruit a motivated, ambitious and responsible individual to join our outstanding Nursery School as an Apprentice. The Business Administration Apprentice role is targeted for someone who would like to develop a career as an Administrator specifically in schools, but at this stage doesn't have the necessary qualifications or experience to take that first step.

We will:

- Provide a supportive team for you to work within, to help you develop your skills and understanding of administrative roles
- Provide time out for you to gain qualifications to help you in your career
- Give you experience of working within a busy school office environment

You will

- Be keen to learn and committed
- Have a 'can do' attitude
- Be willing to step outside your comfort zone! This is a great opportunity to gain experience and insight into working within a very busy team within a school.
- As part of the Apprenticeship Programme you would be required to work towards and achieve an Apprenticeship in Level 2 Business and Administration. (Details and level of Apprenticeship will be discussed on appointment).

To be eligible to apply you must be at least 16 years of age and completed year 11 at school.

You must have the right to work in this country and have been resident for a minimum of 3 years

A commitment to providing excellent 'front house' service to our parents is very important to us; we therefore require the applicant to possess excellent communication skills and at minimum a grade C in English and Maths. For further information about our school please visit our website [www.churchhillchildren.org](http://www.churchhillchildren.org)

**Closing Date:**

**Shortlisting:**

**Interviews:**