Business Administration Apprentice

Fixed term position for 12 or 18 months
(37 hours per week) - Term time only

We are seeking to appoint an enthusiastic, committed and reliable Business Administration Apprentice to provide clerical, administrative and financial support to the school. You will be providing admin support primarily to the Examinations and Pastoral Support Teams.

The successful applicant should possess good numeracy, literacy and IT skills, have the ability to show initiative, as well as having developed interpersonal skills.

This is a fixed term position for 12 or 18 months working towards a NVQ level 2 or 3 in Business Administration respectively.

The rate of pay will be at the Apprenticeship National Minimum Wage:

- Age Under 18 years old - £4.35 per hour
- Age 18-20 years old - £6.15 per hour
- Age 21-24 years old - £7.70 per hour
- Age 25 and over - £8.21 per hour

Further details are available and applications should be made through the National Apprenticeship Scheme website at: https://www.findapprenticeship.service.gov.uk/apprenticeship/-455186

Closing date: Friday 30th August 2019
Interviews: Week commencing 9th September 2019

We look forward to receiving your application should you be interested. If you have not heard from us by the interview date, you may assume that your application has been unsuccessful on this occasion. Unfortunately, we are unable to offer feedback on individual applications that are not shortlisted for interview.

Golborne High School is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. The post is therefore subject to enhanced DBS clearance. We are an Equal Opportunities employer.