



**Barr's Hill School**  
*Building Brighter Futures*

# Apprentice Administrator – Level 3

## Recruitment Pack





## BUILDING BRIGHTER FUTURES

Our story is one of moral purpose. We are a learning community where everyone works collaboratively to plan, spread expertise and tackle challenges together — always focused on putting the needs of our students first. Together we build brighter futures.

### Our Mission

We aim to make a difference by raising the horizons and ambitions of everyone who learns, works, and lives within our diverse communities.

### Our Values

The Trust is committed to building brighter futures. This commitment is underpinned by three core values:

- Student's first
- It's about learning
- No barriers

### Join Us

This is an exciting time to become part of The Futures Trust. Every role here is more than a job — it's real, impactful work that makes a meaningful difference in the lives of our students and their communities. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn, grow, and truly change lives.

**4**

Primary Schools

**6**

Secondary Schools

**9000+**

Students

**1300+**

Staff



**Thank you for  
considering a career  
with The Futures Trust.**

We are delighted to provide you with this recruitment pack, designed to offer all the information you need to embark on a rewarding journey with us.

# Emma Martin

Head Teacher



Placeholder image only



Barr's Hill School is an outstanding school that is committed to Building Brighter Futures for all of its students.

Every decision we make is about the young people we serve, their learning experience and their personal development. We are looking to expand our team of talented professionals who excel in their field to help us on the next phase of our exciting journey.

**We look forward to hearing from you.**



## Job Details

JOB TITLE	APPRENTICE ADMINISTRATOR – LEVEL 3
OPPORTUNITY	<p>We are seeking to appoint an excellent Level 3 Apprentice Administrator to support the School in delivering high standards of operational efficiency by providing administrative assistance in Post 16 and Careers. They will help to ensure that students, parents/carers and the local community receive our key messages and understand the core values of our school.</p> <p>If you are at the start of your career, looking to change career or gain hands-on experience in a new sector, an apprenticeship could be the perfect fit. You will gain the support, knowledge and experiences needed to successfully complete an 18 month Apprenticeship. We welcome applications from individuals from all educational backgrounds. Please see the Education and Qualifications section in the person specification for further information.</p>
REPORTING TO	Hub Director
LOCATION	Based at Barr's Hill School with a requirement to travel to work at or for schools in the Trust.
SALARY/HOURS	National Apprenticeship Wage 37 hours per week, 39 weeks per annum Mon – Thu: 8.00 am – 4.00 pm / Fri: 8.00 am – 3.30 pm
BENEFITS ENHANCING WORKING LIVES	<ul style="list-style-type: none"><li>- Competitive rates of pay</li><li>- Professional development opportunities</li><li>- Career pathways across the Trust</li><li>- Teacher / Local Authority Pension Scheme</li><li>- Online retail discount</li><li>- Employee Assistance Programme</li><li>- Family Friendly policies to support family &amp; carer commitments</li><li>- Flexible Working Arrangements</li></ul>



## Job Description

### **Job Purpose:**

To support the School in delivering high standards of operational efficiency by providing administrative assistance in Post 16 and Careers. To ensure that students, parents/carers and the local community receive our key messages and understand the core values of our school.

### **Duties and responsibilities:**

- Oversee administration of Work Experience
- Oversee administration of UCAS Applications
- Coordinate Year 11 students Careers meetings
- Create individual action plans for Year 11 students and share these with key stakeholders
- Oversee administration of Post 16 Applications.
- Provide Administrative Support to Careers Lead

### **Administrative support:**

- Maintain and update school records, databases, and other information systems in Post 16.
- Use Microsoft Office suite (Word, Excel, etc.) for correspondence, reports, and other documents.
- Assist with general office duties, such as photocopying, filing, and ordering supplies.
- Work with the Post 16 team to manage new admissions and applications. To include:
  - Work with Post 16 Team to complete administrative checks for UCAS process.
  - Work with Post 16 Team to ensure records and administrative checks are in place for WEX.
  - Work with Careers Lead to ensure that Year 11 destinations administration is updated.
  - Support the Post 16 team with the maintenance of accurate attendance records.



## **Duties and Responsibilities Continued:**

### **Communication:**

- Communicate with parents, teachers, and external contacts to answer inquiries.
- Prepare letters and other communications for distribution.
- Help with the organisation and hospitality for school events.
- Monitor Post 16 inbox and send parental information.

### **Line Management**

- The job involves no direct responsibility for the supervision, direction or co-ordination of other employees. The work will involve demonstration of own duties.

### **Professional Development**

- Maintain personal professional development to ensure that the knowledge and skills required to fulfil the role of School Administrator are up to date.
- Be a professional role model, and understand and promote the aims of the School and the values of the Trust.



## ▼ Person Specification

AREAS	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
<b>EDUCATION AND QUALIFICATIONS</b>	<p>GCSE English, Maths and Science at Grade C / grade 4 or above or equivalent</p> <p>Apprenticeships are designed to provide new learning and skills. If you already hold a qualification at the same or higher level in the <i>same subject area</i>, please let us know. Our apprenticeship providers will work with you to assess any prior learning and ensure the apprenticeship will give new skills and experience to support your career development.</p>	First Aid trained	Application Form Certificates
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• Able to follow the school's safeguarding procedures and recognise when to report any concerns</li><li>• Excellent written and verbal communication skills</li><li>• Self-motivated with good organisational skills</li><li>• Ability to prioritise workload effectively</li><li>• Excellent attention to detail</li><li>• Ability to manage multiple tasks and maintain confidentiality</li><li>• Able to work effectively both independently and as part of a team</li><li>• Problem solving and administrative skills</li></ul>		Application Form Interview Test

AREAS	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
<b>KNOWLEDGE AND UNDERSTANDING</b>	<ul style="list-style-type: none"> <li>The application of information and communications technology (ICT) learning and teaching in subject area(s)</li> <li>An understanding of safeguarding and child protection.</li> </ul>		Application Form Interview Test
<b>OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>A professional role model who is committed to their own professional development and to developing others</li> <li>Committed to and able to promote the aims of the school and the values of the Trust: Learners First, It's about Learning, No Barriers.</li> <li>Values diversity and the unique contribution that every individual makes to the learning community</li> <li>Able to work calmly under pressure and withstand stress</li> <li>Demonstrates professionalism, loyalty and integrity</li> <li>Able to work flexibly, and to attend meetings and INSET days as required</li> </ul>		Application Form Interview



## How to apply

**Closing date:**  
**26<sup>th</sup> January 2026**

**Interviews:**  
**To Be Confirmed**

If you wish to find out more about this role and a career within The Futures Trust please contact the Recruitment Team:  
**tel: 02477 102134**

To apply for this post, please complete the online application form found at:

[\*\*www.thefuturetrust.org.uk/work-with-us/current-vacancies\*\*](http://www.thefuturetrust.org.uk/work-with-us/current-vacancies)

On application please read the following policies found at:  
[\*\*www.thefuturetrust.org.uk/work-with-us/recruitment-pack\*\*](http://www.thefuturetrust.org.uk/work-with-us/recruitment-pack)

- Barr's Hill Safeguarding & Child Protection Policy
- Safer Recruitment Policy
- Suitability Policy
- GDPR Privacy Notice for Applicants



**The Futures Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment.**

The successful candidates for all positions will be subject to an enhanced DBS check and Social Media check.