



## Apprentice Administrator

Contract Type	32.5 hours per week, 39 weeks	Start Date	As soon as possible
Contract Term	18 months	Closing Date	Friday 7 <sup>th</sup> June 2024
Salary	£11,005	Location	Glen Road, S7 1RB

### The School

Nether Edge School is an over-subscribed, two-form entry, multi-cultural primary and nursery school firmly rooted in its community. We have approximately 450 pupils and a dedicated, diverse staff.

We are proud to be a member of Mercia Learning Trust, enjoying the benefits of a successful and expanding multi-academy trust.

Nether Edge Primary is an exceptional school with high expectations of all children and staff. It is a warm, welcoming environment where both pupils and adults feel happy and secure. If you're seeking a school community where pupils are polite, respectful, and leaders are committed to the continuous improvement of the team, we look forward to your application.

### The Role

At Nether Edge Primary School we have an exciting opportunity for an apprentice administrator to join our dynamic team, gain valuable skills, and contribute to the smooth running of our school community.

### What you will do in your working day

As an apprentice administrator at Nether Edge Primary School, your week will involve managing both manual and computerised record systems, overseeing administrative processes, and providing support to the School Manager.

You'll handle reception duties, operate office equipment, and manage school systems supporting student welfare and learning.

Additionally, you'll analyse data, manage stock, assist visitors, coordinate trips.

### Working week

Monday, Tuesday, Wednesday and Friday 8am to 2:45pm Thursday 8am to 4pm with a 30 minute unpaid break each day. Term time only.

Total hours per week: 32.5

### The training you will be getting

Level 3 Business Administrator Apprenticeship Standard.

The apprenticeship training will be provided through online learning.

Training and development will take place in the workplace.



## **What to expect at the end of your apprenticeship**

Potential for the right candidate to become Administration Officer, Receptionist, Whole School Assistant.

## **The Candidate**

### **Desired skills and personal qualities**

Communication skills, IT skills, Attention to detail, Customer care skills, Team working, Initiative, Independent, Listen & act on instructions, Drive for improvement, Strong moral purpose, Flexible, Motivated, Enthusiastic, Interpersonal, Sense of humour, Desire to develop, Ability to work under pressure.

### **Qualifications**

GCSE or equivalent English (Grade C - A\* (4 - 9)) Essential

GCSE or equivalent Maths (Grade C - A\* (4 - 9)) Essential

### **Training provider**

STRAIGHT A TRAINING LIMITED

### **Adjustments for experience**

You could reduce your training time, or finish your apprenticeship faster, if you have relevant prior learning or experience. This could be relevant:

- training
- qualifications, like an NVQ in a relevant field
- industry or sector experience

### **Apprenticeship standard**

Business administrator

Level 3 (A level)

### **Demonstrating experience**

If your application is successful, you will have a chance to discuss your relevant prior learning or experience with your training provider and employer. You will all need to agree any adjustments to your training plan.

You should be prepared to show your competence, and evidence of relevant qualifications

For more information on this role and how to apply, please visit:

<https://www.findapprenticeship.service.gov.uk/apprenticeship/1000249587>



## PERSON SPECIFICATION

<b>Post Title:</b>	<b>Apprentice Administrator</b>
<b>Salary:</b>	<b>£10,816</b>
<b>Hours/week</b>	<b>32.5</b>
<b>Responsible to:</b>	<b>Headteacher</b>
<b>Responsible for:</b>	<b>N/A</b>

SPECIFICATION	ESSENTIAL	DESIRABLE
<b>Qualifications and Training</b>	GCSE or equivalent English (Grade C - A* (4 - 9)) Essential GCSE or equivalent Maths (Grade C - A* (4 - 9)) Essential  Teaching degree or equivalent (BA, BEd, PGCE etc.)	
<b>Skills, Knowledge and Experience</b>	Communication skills IT skills Attention to detail Customer care skills Listen & act on instructions Team working Ability to work under pressure	
<b>Personal Qualities</b>	Initiative Independent Drive for improvement Strong moral purpose Flexible Motivated Enthusiastic Interpersonal Sense of humour Desire to develop	

## HOW TO APPLY

All candidates must complete the following application process.



- All applicants must submit an application form via <https://www.eteach.com/careers/merciatrust>
- We do not accept CVs or Council Forms.

After your application has been submitted:

- In all cases written references will be taken up and made available to interviewers BEFORE the final selection stage.
- An email and/or letter will be sent to shortlisted candidates with details of the interview process.
- If you have not heard from us within 2 weeks of the closing date, please assume that on this occasion, your application has been unsuccessful.

Further information:

- Take a look at [www.merciatrust.co.uk/careers](http://www.merciatrust.co.uk/careers) for more on what it's like working for the trust, what we offer you, and what we're looking for.
- Should you require any additional information about the role or the school, or would like an informal discussion or out of hours visit, please contact us on 0114 235 3855 or [dparry@ecgbert.sheffield.sch.uk](mailto:dparry@ecgbert.sheffield.sch.uk)
- For more information about the application process, please email [recruitment@merciatrust.co.uk](mailto:recruitment@merciatrust.co.uk).

The closing date for applications is **Friday 7<sup>th</sup> June 2024**

### **The small print**

Mercia Learning Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. If you are shortlisted, your suitability to work with children will be explored, and this will include disclosing convictions. The information you disclose may be discussed with you during the interview.

The successful candidate will therefore be required to complete a DBS check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

In accordance with DfE Keeping Children Safe in Education 2022, an online search will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the recruitment process.

We are an Equal Opportunities employer. Our staff are recruited and promoted on the basis of their merits and abilities and no job applicant or employee receives less favourable treatment on the grounds of racial group, origin or nationality, sex, disability, marital status, age, sexual orientation, political or religious beliefs or trade union activity. Please indicate whether there are any reasonable adjustments or access requirements you would need to help you to attend an interview. If you wish to discuss your requirements prior to submitting your form, please contact the Recruitment Team on 0114 349 4230. Alternatively, please give details on a separate sheet and return with your application form.