



The Hinckley  
SCHOOL

# Apprentice Administrator 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.

# Kate Grocock

Headteacher



The Hinckley School is a thriving 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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| OPPORTUNITY                            | <p>We are seeking to appoint a motivated and enthusiastic individual to join The Hinckley School as Apprentice Administrator. This role will provide an excellent opportunity to gain practical experience while working towards a recognised qualification.</p> <p>Are you at the start of your career, looking to change career or gain hands-on experience in a new sector? This role is an entry into understanding educational systems, data and communications and how you can contribute to a positive impact on student outcomes and experience. You will gain the support, knowledge and experiences needed to successfully complete an 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                           | To be confirmed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| LOCATION                               | Based at The Hinckley School with a requirement to travel to work at or for schools in the Trust.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| SALARY / HOURS                         | <p>Apprenticeship rate in line with Trust policy</p> <p>Term time only, 37 hours per week, 39 weeks a year</p> <p>Fixed Term Contract for duration of apprenticeship (15-18 months)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| BENEFITS<br>ENHANCING<br>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>                                                                                                                                                                                                                                                                                                                                                                                                                         |

[www.thefuturestrust.org.uk/why-work-for-the-futures-trust](http://www.thefuturestrust.org.uk/why-work-for-the-futures-trust)





## Job Description

### **Job Purpose:**

To support the effective running of the school/department while developing the skills, knowledge, and behaviours required for the apprenticeship standard. To support the School in delivering high standards of operational efficiency by providing administrative, communication and office management assistance. 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:**

#### **Administrative assistance:**

- Handle incoming and outgoing mail, deliveries, and packages.
- Maintain and update school records, databases, and other information systems.
- 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.

#### **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.

#### **Office management:**

- Keep the reception area clean, tidy, and presentable at all times.
- Ensure office procedures are followed for opening and closing.

#### **Apprenticeship Training & Development:**

As part of this role, you will undertake a nationally recognised apprenticeship programme relevant to your job role (e.g. Business Administrator Level 3,). The programme will include:

- Structured teaching and learning sessions delivered by an approved training provider
- Regular progress reviews and assessments
- Development of knowledge, skills and behaviours aligned to the apprenticeship standard

**Off-the-Job Training (OTJ):**

You will be required to complete off-the-job training as part of your contracted working hours which will be delivered flexibly within the workplace through a combination of activities which may include:

- Classroom-based learning
- Online modules and webinars
- Practical training exercises
- Shadowing and mentoring
- Project work and assignments

This time is fully supported by the Trust and is designed to enable you to successfully complete your apprenticeship.

**Line Management**

- There is no Line Management associated with this role.

**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                           |
|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| ELIGIBILITY                  | <ul style="list-style-type: none"> <li>• Must be aged 16 or over</li> <li>• Must have the right to work in England</li> </ul> <p><b>Important for Applicants:</b><br/>Apprenticeships are designed for individuals who are developing new skills. Candidates who already hold significant qualifications and/or experience in the relevant field may <b>not be eligible</b> for apprenticeship funding.</p>                                                |                                                                                                                                                                                                                                                                                  |                                       |
| EDUCATION AND QUALIFICATIONS | <ul style="list-style-type: none"> <li>• Must not already hold a qualification at the same or higher level in the same or similar subject area (<i>Applicants with higher-level qualifications may still be considered where the apprenticeship will provide significant new knowledge and skills, in line with funding rules</i>).</li> <li>• Must not be currently enrolled on another funded apprenticeship or full-time education programme</li> </ul> | <ul style="list-style-type: none"> <li>• GCSEs (or equivalent) in English and Maths (Grade 4/C or above)</li> <li>• Functional Skills Level 2 in English and/or Maths</li> <li>• Relevant qualifications related to the role (e.g. sports, science, admin, childcare)</li> </ul> | Application Form<br>Certificates      |
| SKILLS AND ABILITIES         | <ul style="list-style-type: none"> <li>• Must be able to commit to completing the full apprenticeship programme, including training and assessment</li> <li>• Good communication skills (verbal and written)</li> <li>• Ability to work as part of a team</li> <li>• Positive attitude and willingness to learn</li> </ul>                                                                                                                                 | <ul style="list-style-type: none"> <li>• Confidence in communicating with a range of people (e.g. students, staff, visitors)</li> </ul>                                                                                                                                          | Application Form<br>Interview<br>Test |



| AREAS                          | ESSENTIAL CRITERIA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | DESIRABLE CRITERIA                                                                                                                                                                                                                                          | MEASURED BY                   |
|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| SKILLS AND ABILITIES CONTINUED | <ul style="list-style-type: none"> <li>• Ability to follow instructions and take direction</li> <li>• Organisational skills and ability to manage time effectively</li> <li>• Professional and responsible approach to work</li> <li>• Ability to build effective working relationships with staff and/or students</li> <li>• Excellent attention to detail</li> </ul>                                                                                                                                                                                                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>• Ability to use IT systems (e.g. Microsoft Office, email)</li> <li>• Problem-solving and administrative skills</li> <li>• Ability to work independently when required</li> <li>• Customer service skills</li> </ul> |                               |
| EXPERIENCE                     | <p>Experience is not always required, but candidates must demonstrate:</p> <ul style="list-style-type: none"> <li>• An interest in the chosen career pathway</li> <li>• A willingness to learn and develop new skills</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <ul style="list-style-type: none"> <li>• Previous experience in a relevant setting</li> <li>• Work experience, volunteering, or placements</li> <li>• Experience in a customer-facing or administrative role</li> </ul>                                     |                               |
| KNOWLEDGE AND UNDERSTANDING    | <ul style="list-style-type: none"> <li>• Understanding of the importance of safeguarding and confidentiality and when to report a concern (training will be provided)</li> <li>• Awareness of professional behaviour in a workplace setting</li> <li>• Basic understanding of the role area</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>• Knowledge of how schools or educational environments operate</li> <li>• Understanding of customer service principles</li> </ul>                                                                                    |                               |
| OTHER REQUIREMENTS             | <ul style="list-style-type: none"> <li>• Willingness and ability to complete the full apprenticeship programme, including off-the-job training and assessments</li> <li>• A professional role model who is committed to their own professional development</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</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<br>Interview |



## How to apply

**Closing date:**

**20 September 2026**

**Interviews:**

**w/c 21 September 2026**

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

On application please read the following policies found at:

**[www.thefuturestrust.org.uk/work-with-us/recruitment-policies](http://www.thefuturestrust.org.uk/work-with-us/recruitment-policies)**

- The Hinckley School 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 Children's Barred List Check.