



Apprentice School Business Administrator Level 3

Oakwood School, Druids Walk, Walsall Wood

Required for the Summer Term

We are currently seeking a Level 3 apprentice to train as a Business Administrator (School Administrator) in our school. This post will be Monday to Friday, term time only plus 5 training days, 37 hours per week. The apprenticeship period will be 24 months.

Closing date: 16th March 2023

Interviews to be held : W/C 20TH & 27TH March 2023

Desired skills and personal qualities

- Be fully supportive of the inclusive ethos of the school
- Be willing to learn
- Be a positive role model in terms of dress, punctuality and attendance
- Have the ability to organise and prioritise your own workload whilst working alone or as part of a team
- Give attention to detail and produce accurate records and documents
- Initiates and completes tasks to a high standard
- Manages small and significant projects
- Have the capacity, drive, passion and energy to succeed
- Self motivated
- Hold yourself to high personal standards, taking responsibility for own work and accepts feedback in a positive way
- Have excellent communication skills across multiple platforms
- Follow safeguarding and child protection procedures including the ability to handle confidential information
- Have an excellent health and attendance record.
- Have an adaptable and professional approach to the responsibilities of the post
- Have an understanding of and commitment to the equal opportunities policy
- Skilled in the use of multiple IT packages and systems

Qualifications required

GCSE English and Mathematics Grade A-C or equivalent Level 2 Functional Skills.

Rate of Pay: The current National Minimum Wage for an apprentice is £5.28 an hour. If aged 19 or over AFTER completing their first year the National Minimum Wage per age rates apply. Apprentices are paid for their normal working hours and training that is part of their Apprenticeship (usually equates to one day per week). The minimum wage rates are £7.49 an hour for 18-20 year olds, £10.18 an hour for 21-22 year olds and £10.42 for anyone aged 23 and over. Apprentices are paid for their normal working hours and training that is part of their apprenticeship.

The North Star Federation is highly committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS Disclosure check along with relevant employment/online checks. These will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions as part of the recruitment process. This post is exempt from the Rehabilitation of Offenders Act 1974.

Shortlisted candidates will also be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children.

A copy of our Safeguarding Policy is available to view on our school website.

We urge potential candidates to visit one of our open- school events to find out more about us. Oakwood School is split over two sites we urge you to visit both sites:

- Tuesday 7th March 4pm – Oakwood School, Druids Walk, Walsall Wood WS9 9JS
- Tuesday 14th March 4pm – Oakwood School and Rushall Primary School, Pelsall Lane, Rushall WS4 1NG

Please email Debbie Newey at dnewey@northstarfederation.org.uk to confirm your visit to the open-school events.

Application forms and job description can be downloaded from the website – www.northstarfederation.org.uk

Completed applications to be returned to Debbie Newey at dnewey@northstarfederation.org.uk

Training provider: Performance Through People will provide a **Business Administrator Level 3 qualification as part of the Apprenticeship Standard.**

This will involve on-site support and guidance with your dedicated Performance Through People tutor who will provide 1-2-1 support/training for the duration of the apprenticeship in addition to tailored workshops which will be delivered online.

Apprenticeship Standard: Business Administrator
