

Business Support Administration Apprentice

Salary:	The Dean Trust Apprenticeship National Minimum Wage (NMW) Pay Annual Salary £16,469 per annum
Start Date:	01 September 2025
Working Pattern:	Full time, Term Time Only plus 5 INSET Days 36.25 hours per week
Contract:	Fixed Term – 18 to 24 months (Dependent on course length)
Location:	Office-based at Broadoak School, Partington, M31 4BU

Benefits available at The Dean Trust

- 24/7 access to an Employee Assistance Programme
- Cycle to work scheme
- Discounts on the High Street
- Fully funded Level 1 Health Care Cash Plan
- Access to enhanced family friendly policies

The Dean Trust is seeking to appoint a talented and enthusiastic Business Support Administration Apprentice to join our dedicated team at Broadoak School. The core purpose of the role will be to work within the Pupil Welfare and Safeguarding Team as an administrative support and cover any aspects of administration to ensure the smooth running of an organised and efficient department.


The Dean Trust has a number of high-performing schools and a proven track record of sustained improvement. The Dean Trust's core values include traditional academic education, excellent discipline and respect, resulting in improved attainment and progress. "Believe, Achieve, Succeed" has been embraced by all of the schools in The Dean Trust.

As a Business Administration Apprentice, you will be part of a friendly and dedicated department. Staff hold high expectations for all pupils and work tirelessly to raise attainment and achievement.

Full apprenticeship training provided, working towards a level 3 Business Administration qualification. All training will be on the job training at workplace location with 20% of your working hours per 6 hours per week will towards your qualification. This apprenticeship will take approximately 18 to 24 months.

We are looking for an individual who possess:

- GCSE Mathematics & English Language A*-C
- Good IT skills
- Be able to relate well to staff and pupils
- To have good organisational skills
- To have flexibility and ability to cope with a wide range of tasks in a busy and challenging environment
- Ability to work as part of a team and also work alone and use own initiative
- Have a pleasant, outgoing manner
- Have an enthusiastic and positive attitude



To apply for this vacancy please visit our recruitment page careers.thedeantrust.co.uk.

If you have any questions about the role or would like to book a place on a school tour as scheduled below, please contact Maxine Mills HR Assistant on 0161 973 1179 Option 6 or email recruitment@thedeantrust.co.uk.

- **Application closing date:** [8:00am Monday 14th July 2024](#)
- **Interviews:** [Thursday 17th July 2024](#)

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to pre-employment safeguarding checks, including an enhanced Disclosure and Barring Check.



Recruitment Brochure



THE DEAN TRUST
Broad oak School



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“curriculum... that it is ambitious for all pupils, including those with SEND.”

Ofsted 2024

Welcome

From Our Headteacher



Broad oak School is at the heart of our community. It is a school which offers a wealth of exciting opportunities and experiences for our young people.

At Broad oak, we offer a broad, balanced and aspiring curriculum. Our curriculum ensures that our young people are challenged as well as providing them with the springboard to follow a wide range of pathways and opportunities when they leave us at 16.

We have consistently high standards which are understood and appreciated by all members of our school community. These high standards are evident from the moment you enter our school and are a major factor in driving the school forward to continued success.

Broad oak has a team of staff who are professional, passionate and committed to providing an excellent education for all of our young people. Teaching and Learning and pastoral care are a considerable strength of the school and ensure that our young people are prepared for life beyond Broad oak.

Our record of improvement and strong examination results bear testament to our everyday practice. We would welcome the opportunity to allow you to experience our great school for yourselves.

Mr John Knowles
Headteacher

Believe Achieve Succeed

Providing opportunities, improving lives

About Broadoak School

Type

Secondary Academy age 11-16 years

Capacity

640

Admission

This school has its own admission policy for Year 7-11

Broadoak School is proudly built upon a tradition of providing exceptional opportunities for our young people. We set high academic standards by purposely ensuring our curriculum offers the breadth to meet individual needs, remaining ambitious and forward-thinking for our young people.

We aim to provide each young person with the skills and qualifications to access further education or the world of work, whilst actively encouraging them to become responsible citizens in both the local community and in wider society through our exceptional Personal Development offer.

The school has very talented and dedicated staff, who are determined to provide the best quality teaching and support for all young people in a caring environment.

We live to our mission of "Providing opportunities, improving lives "



"Broadoak School is a warm and welcoming place. Pupils understand the importance of respecting the differences between each other. As such, they are courteous and friendly."

Ofsted 2024

Welcome

From Our CEO



Thank you for your interest in our Trust.

At The Dean Trust, we believe that our greatest strength lies in our people. Our People Strategy is built on a commitment to recruit, nurture, support and develop every member of our team, ensuring that together, we provide high-quality enriching experiences for all of our pupils.

Our vision is clear; to empower every pupil to Believe in themselves, Achieve their potential and Succeed in their journey through life. This is only possible through the dedication and expertise of our colleagues and why we prioritise and invest not only in professional development opportunities but also in wellbeing initiatives. This ensures that every team member feels valued, supported and inspired to become a better version of themselves.

We are ambitious in our vision to be a first-choice employer in the education sector. Whether you are experienced or just starting out in your career, we offer an environment where talent is recognised, potential is nurtured and careers flourish.

If you feel that our Trust is the right choice for your career, please contact us for more information.

Mr Tarun Kapur CBE
Chief Executive Officer



About The Dean Trust

At The Dean Trust, we are looking for exceptional, talented and passionate people who are dedicated to placing pupils at the heart of everything that they do. We are also committed to identifying, nurturing and empowering talent to become the next generation of specialists and leaders through our dedicated training facility, the Believe Learning Institute

www.thedeantrust.co.uk/believe-learning-institute/

Whether you are an experienced professional looking to advance your career or just starting your career journey, you will find unparalleled development opportunities for growth with us.

We are proud to have developed a rich, diverse and equitable culture where differences are celebrated and every contribution is valued and respected. We believe that when every voice is heard, we create an environment where both our people and pupils can thrive.

Our commitment to you

As a Trust your wellbeing is our priority. A healthy mind and body are essential for our people to feel motivated and perform to the best of their ability. We are committed to supporting your wellbeing through a range of wellbeing benefits and programmes.

Our generous Leave of Absence Policy provides paid time off to help support our people through a variety of life events including, house moves, religious festivals, special events as well as those unplanned events such as illness of relatives or support with bereavement leave. Enhanced benefits through our Maternity, Adoption, Paternity and Fertility Policies as well as a considerate approach to flexible working arrangements.

We ensure that our people feel valued and empowered because when you flourish, so do our pupils.



“Pupils in leadership positions such as the equality, diversity and inclusivity ambassadors enjoy helping other pupils to broaden their understanding of different cultures. This helps to create a sense of community and belonging across school.”

Ofsted 2024

Our Benefits

We continuously strive for The Dean Trust to be a great place to work. In order to achieve this we offer a wide range of benefits to enhance wellbeing in the workplace for all our employees.



Conditions of Service

We adopt national terms and conditions for all teaching and non-teaching employees.



Occupational Sick Pay

Generous sick pay scheme, entitlement dependent on length of service.



Continuous Service

Recognition of local government continuous service.



Family Friendly Policies and Leave of Absence

Paid leave which supports a wide range of circumstances, including family emergencies and religious festivals.



Annual Flu Jab



Preferential Admission

Employees with two years at the Trust will benefit from preferential admissions arrangements for their children.



Free places to school-run Holiday, Breakfast and After School Clubs



The Believe Learning Institute

Access to high-quality professional learning and development programmes through our dedicated training centre.



Recognition Awards

Financial awards in recognition of long serving employees.



Employee Assistance Programme

Free and confidential counselling service available 24/7.



High Street Benefits and Discounts

Access to a variety of shopping discounts at national online and high street retailers.



Cycle to Work Scheme



Pension and Death in Service Benefit

Automatic enrolment into either the Teachers Pensions Scheme or the Local Government Pension Scheme for non-teaching employees.



Annual Leave

Generous annual leave entitlement for non-teaching employees.

Our Schools

The Dean Trust consists of 4 primary schools, 1 through school and 6 secondary schools in 4 Local Authorities: Manchester, Trafford, Knowsley and Wigan.

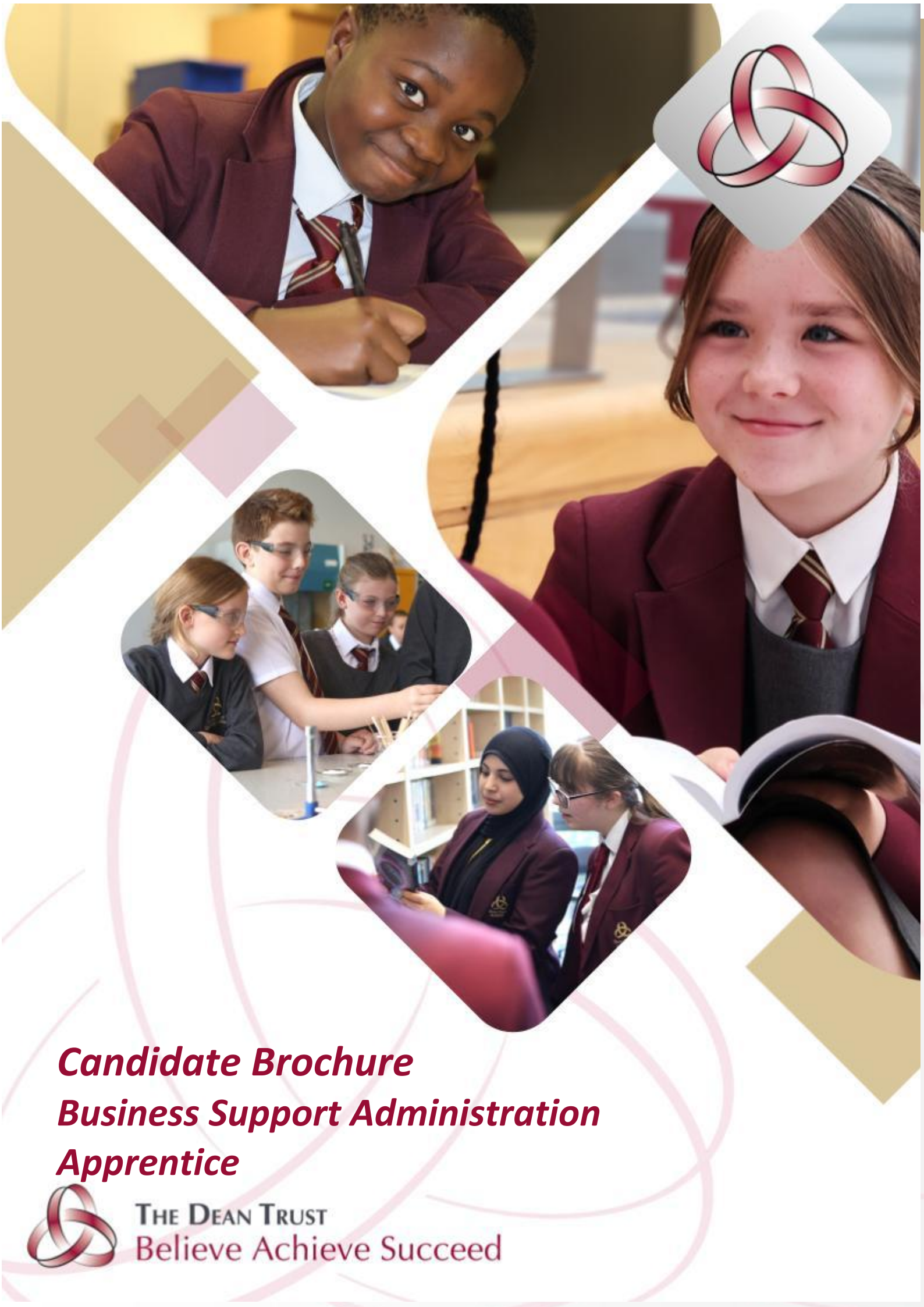
4
Local
Authorities

11
Schools

9000+ Total
Pupils

1100+ Total
Employees





***Candidate Brochure
Business Support Administration
Apprentice***



THE DEAN TRUST
Believe Achieve Succeed

SALARY: Actual Salary £16,469
National Minimum Wage Apprentice

START DATE:
September 2025

WORKING PATTERN:
36.25 per week, Term Time only
(including INSET Days).

CONTRACT:
18/24 months Apprentice
Programme

LOCATION:
Broadoak School

RESPONSIBLE FOR:
Business Support

ACCOUNTABLE TO:
Assistant Headteacher

Business Support Administration Apprentice Job Summary

This role is an exciting opportunity to join the school's Pastoral team and play an important part in supporting pupils' wellbeing, attendance, and inclusion. As an apprentice, you will provide general administrative support to help the team run smoothly and ensure that pupils receive the care and support they need.

Your tasks will include keeping records up to date, helping with paperwork, answering phone calls or emails, and working with other staff to make sure information is shared with the right people. You'll also help the Pupil Welfare team by assisting with organising meetings, preparing simple reports, and helping to track support for pupils.

You'll learn how schools support pupils with different needs, including those who may need extra help to attend school regularly or feel safe and happy in school. This role will give you valuable experience in a school setting, and you'll be supported by experienced staff as you develop your skills.

We are an Equal Opportunities employer committed to ensuring inclusion, diversity and equality of opportunity. We welcome applications from a diverse range of candidates including those from underrepresented groups, and/or with protected characteristics.

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to pre-employment safeguarding checks, including an enhanced Disclosure and Barring Check.



Main Purpose of the Role

The post holder will work within the Pastoral team as administrative support across all aspects of pupil attendance, welfare, and inclusion. This includes maintaining accurate records and coordinating general support.

Additionally, the post holder will assist in the coordination and administration of the Pupil Welfare team to ensure efficient and consistent support across the school.

Key Responsibilities

Administrative Support

- Maintain accurate and up-to-date pupil records relating to attendance, welfare, and inclusion.
- Input and manage data on the school's Management Information System (MIS) to support tracking and reporting.
- Produce and distribute reports, letters, and correspondence as required.
- Provide administrative support for meetings, including minute-taking, preparing agendas, and circulating relevant documentation.
- Assist with the monitoring of daily attendance, follow up on absences, and escalate concerns in line with school policy.
- Assist with the coordination of attendance interventions and liaise with relevant staff to ensure appropriate support is in place.
- Support the recording and monitoring of safeguarding and welfare concerns in line with the school's procedures.
- Assist as a first point of contact for parents and carers regarding attendance
- Support the organisation of meetings and communications with families to promote engagement and positive relationships.
- Draft and issue letters and reports to parents/carers related to attendance and inclusion.
- Provide administrative support to the Pupil Welfare Officer team, including diary management and coordination of activities.
- Ensure consistency in record-keeping and follow-up actions across the welfare team.

General Duties

- Handle confidential information with sensitivity and professionalism.
- Adhere to safeguarding procedures and support the school's safeguarding culture.
- Undertake training and development relevant to the role
- Combine practical on the job training with theoretical learning and development
- Take responsibility for gathering and recording evidence for your Level 3 apprenticeship and key skills, and attending and training sessions or tests organised by your assessor
- Take an active part in appraising their own work against agreed priorities and targets in accordance with the Trust's performance management protocols
- Respond to enquiries in a positive and professional manner and to be focussed on achieving the desired outcome. This could be face-to-face, on the telephone or by email and with a wide range of external providers.
- Undertake any necessary training associated with the duties of the post
- Provide general administration support including data entry, internal and external communications and reception cover
- Ensure that communication within school is robust and timely, sharing information as appropriate with the correct school staff
- To ensure the confidential safekeeping of sensitive documents
- To ensure all information either verbally or written is kept confidential at all times
- To maintain files and records including recording on Bromcom

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the brand style
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
Participate in training and other learning activities as required
- Participate in the school's People Development Process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To represent the school/academy at events as appropriate
- To support and promote the school/academy ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post
- To undertake any other reasonable duties at the request of the Executive Team and/or Headteacher

All post holders must comply with The Dean Trust professional standards. The job description will be reviewed as necessary and is subject to modification and amendment at any time after consultation with the post holder.

Whilst every effort has been made to explain the key responsibilities of this post, this job description is not intended to be exhaustive and every individual take undertaken may not be identified.

Personal Specification

	Essential	Desirable
Qualifications		
GCSE Mathematics & English Language A*-C	✓	
Good IT skills	✓	
Experience		
Experience of using a range of software packages	✓	
Skills and abilities		
Good communication skills both verbal and written	✓	
Able to relate well to staff and pupils	✓	
Good organisational skills	✓	
Flexibility and ability to cope with a wide range of tasks in a busy and challenging environment	✓	
Ability to work as part of a team and also work alone and use own initiative	✓	
Good attendance record	✓	
Pleasant, outgoing manner	✓	
Enthusiastic and positive attitude	✓	
Excellent time-keeping	✓	
Neat and tidy appearance	✓	

How to apply

If you would like to apply for this role
Please apply through our online recruitment site, which is available via:
careers.thedeantrust.co.uk

Application Closing Date: 08.00am Monday 14th July 2025
Interviews to take place: Thursday 17th July 2025

Any queries, please contact a member of the HR Team on 0161 973 1179
press option 6 or via email at recruitment@thedeantrust.co.uk

