





Candidate Brochure

Business Support Administration Apprentice

The Dean Trust

Believe Achieve Succeed

SALARY:

£17,000-£19,000

START DATE:

September 2026

WORKING PATTERN:

36.25 hours per week

Mon-Fri, 08:00-16:00

Term Time Only, plus 5 INSET days

CONTRACT:

Duration of apprenticeship - approx. 15 months

LOCATION:

Dean Trust Ardwick, 345 Stockport Road, Manchester, M13 0LF.

ACCOUNTABLE TO:

Senior Leader for Business Support

Business Support Administration Apprentice

Job Summary

Dean Trust Ardwick is a proud member of The Dean Trust, a family of eleven high-performing schools dedicated to providing quality education in areas of challenge. Since opening in 2015, we have grown into a thriving secondary school serving over 1,300 pupils from the Ardwick and Longsight communities, becoming the school of choice for local families.

Our core purpose is to empower pupils to find their purpose and thrive as citizens of the world. Through a knowledge-rich curriculum, we equip pupils with the skills and character to seize life's opportunities, fostering a disciplined culture that nurtures ambition and success.

As a school that takes immense pride in its diverse community, we celebrate and embrace different cultures, fostering unity, understanding, and a strong sense of belonging. Through shared experiences and traditions, we ensure every pupil feels valued and proud of their identity.

The successful candidate will possess a relentless dedication to improving the life chances of our pupils and will therefore contribute to our aspiration for all pupils to thrive as citizens of the world, without exception.

The Dean Trust is 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 Administration team while undertaking a formal Level 3 Business Administrator apprenticeship (or equivalent). You will support the smooth running of the school office and gain hands-on experience in school operations, diary management, and event coordination.

Key Responsibilities

Apprentice Requirements

- The apprentice will be allocated 20% of their working hours to complete apprenticeship-related study, assignments, and training.
- As an apprentice, you will receive regular mentorship and guidance from the Senior Leader for Business Support.
- Successful completion of the apprenticeship standard is a core requirement of this role

Office Administration

- Provide administrative service as part of the Business Support team.
- Assist in maintaining the school's MIS system (Bromcom) for data entry.
- Support whole-school events such as open days and progress evenings.
- Help produce the pupil planner and school newsletter.
- Provide reception cover and assist with general inquiries under direction.

Educational Trips and Events

- Support the coordination of school trips and residential visits.
- Liaise with external agencies and the Group Health & Safety Manager regarding risk assessments.
- Coordinate the booking of transport and accommodation to ensure cost-effectiveness.

- Maintain first aid kits and trip mobile phones for all trips
- Monitor the payment system and maintain accurate trip records.

Events and Promotional Materials

- Support the upkeep and accuracy of the school website.
- Assist in the planning and presentation of Open Mornings and Presentation Evenings.
- Liaise with external suppliers for promotional materials

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 task undertaken may not be identified.

Person Specification

	Essential	Desirable
Qualifications and Training Requirements		
GCSE Mathematics & English Language A*-C	✔	
Good IT skills	✔	
Experience		
Experience of using Microsoft Office especially Word, Excel, Power Point, Publisher and Outlook	✔	
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: 9am Monday 15th June 2026

Interview Date: TBC

If you have any queries, please contact the HR team on 01619722988 or email emmahurworth@deantrustardwick.co.uk.

