



Education
Partnership
Trust

High Expectations • Commitment • Ambition

Candidate Information Pack

Administration Apprentice

Carr Hill High School



CARR HILL
HIGH SCHOOL

A message from the Headteacher

Thank you for expressing an interest in the position of Administration Apprentice at Carr Hill High School.

This is an exciting opportunity to join us at a really positive point in our journey and offers a chance for a motivated, dynamic and ambitious Administration Apprentice to make a genuine impact.

Carr Hill High School is a successful and inclusive 11–16 school based in the market town of Kirkham, with excellent transport links across the North-West. We are proud to serve a diverse community, with students joining us from over 25 primary schools. As the only state school in the immediate area, we are a truly comprehensive school, and this diversity is something we value and celebrate.

We are a school that sets high expectations—for both our students and our staff. We believe that every student is capable of achieving great things, and we work hard to support them in doing so. In return, we expect commitment, effort and a willingness to take responsibility for their learning and their future.

Our core values—Commitment, Aspiration, Resilience and Respect—are at the heart of everything we do. They underpin a culture where strong relationships, high-quality teaching and a clear sense of purpose allow our students to thrive.

At Carr Hill, we are committed to providing an excellent education alongside strong pastoral care. We want our students to leave us not only with strong academic outcomes, but also with confidence, character and a sense of their place in the wider world. We actively seek to broaden their experiences and raise their aspirations beyond what they may have previously imagined.

For staff, this is a supportive and forward-thinking environment where professional development is valued and encouraged. As part of the Education Partnership Trust, colleagues also benefit from a wider network of support and opportunities.

If you would like to find out more about the role or the school, please do get in touch—we would be delighted to hear from you.

To apply, please follow the instructions on the Vacancies page of our website. If you would like to arrange a visit or have any questions, please contact recruitment@carrhill-ept.com



Ben Layzell
Headteacher



**Education
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Trust**



Thank you for your interest in working with us at the EPT. We are a well-established, inclusive and successful Multi Academy Trust, focussed on improving the outcomes of all our pupils.

We place pupils at the centre of all decision making to ensure they achieve the highest academic standards and reach their full potential. Raising the achievement of disadvantaged pupils is of particular importance to us.

I wish you all the best with your application.



Mark Cocker
Chief Executive Officer

Our Vision

Creating outstanding schools which transform learning, lives and communities

Our Values

High Expectations

of ourselves, our pupils and our school community

Commitment

we are dedicated to raising standards and improving opportunities

Ambition

we constantly strive to improve by setting ourselves challenging goals



Job Advertisement

Administration Apprentice

Hours:	37 hours per week
Weeks Worked:	All Year Round
Start Date:	ASAP
Salary:	Apprenticeship rates of pay equivalent to age

Carr Hill High School are looking for an enthusiastic, organised and friendly person to join our busy school office team. This is a fantastic opportunity to gain valuable workplace experience, develop a wide range of administrative skills and work as part of a supportive team in a secondary school environment.

The Job

- To undertake routine administrative duties in relation to the organisation as and when required
- To provide administrative support in relation to the production of specific materials e.g. letters, memos, minutes etc.
- To set up meeting rooms with the relevant IT equipment and seating plan
- Arrange refreshments for visitors and any training sessions undertaken
- Provide routine receptionist/administrative support e.g. photocopying, filing, emailing, etc
- Maintain manual and computerised records/management information systems
- Undertake word-processing, spreadsheets and other IT tasks
- Sort and distribute mail
- Undertake reception duties, answering telephone calls, redirecting calls and /or taking messages

What are the job requirements?

- Education to GCSE Standard at grades 9 – 7 for a minimum of 5 GCSEs
- Experience of working in a team
- MS-Word & MSeXcel knowledge
- Good communication and numeracy skills
- Able to produce written communications which are readily understood

Amongst the many benefits of working within the Trust you will receive:

- Healthcare cash back plan provided free by the Trust includes optical, dental, physio, diagnostics, health assessment, NHS prescription charges, hospital cover, discounted gym memberships plus lots more.
- 6 sessions of free counselling including CBT, wellbeing and bereavement.
- Cycle to work scheme.



- Access to Government pension scheme
- 31 days annual leave
- On-going CPD
- Free parking
- Training and development opportunities
- Personal development and promotion opportunities across the Trust
- Trust wide focus on staff wellbeing
- Trust wide Intranet to share knowledge and resources

Safeguarding

The Education Partnership Trust is committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment.

The post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed.

Education Partnership Trust is also committed to promoting equality, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community.

Incomplete application forms will not be shortlisted, if you need to discuss a reason for being unable to complete a section, please contact the recruitment team HR@ept-uk.com.

Applications for this exciting post are to be made through <https://ept.face-ed.co.uk/vacancies>



Job Description

Administration Apprentice

Reports to:	Office Manager/Business Support Lead
Grade:	Apprenticeship

JOB PURPOSE:

- To provide receptionist duties under the direction of the Office Manager and Business Support Lead.
- To provide administrative support under the direction of the Office Manager and Business Support Lead.
- To contribute to the effective and efficient running of the office.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

- To undertake routine administrative duties in relation to the organisation as and when required
- To provide administrative support in relation to the production of specific materials e.g. letters, memos, minutes etc.
- To set up meeting rooms with the relevant IT equipment and seating plan
- Arrange refreshments for visitors and any training sessions undertaken
- Ensure the office items are ordered in a timely manner including stationery, housekeeping items
- Provide routine receptionist/administrative support e.g. photocopying, filing, emailing, etc
- Maintain manual and computerised records/management information systems
- Undertake word-processing, spreadsheets and other IT tasks
- Sort and distribute mail
- Undertake reception duties, answering telephone calls, redirecting calls and /or taking messages
- Deal with face to face enquiries and signing in visitors
- Maintain the accuracy of non-staff areas the Single Central Record
- Operate office equipment e.g. photocopier, shredder, scanner, etc
- Arrange orderly and secure storage of supplies
- To work as part of a team and always support the role of others contributing to the overall work and ethos of the team
- To undertake personal development through training and other learning activities including performance management, as required.
- Be aware of and comply with policies and procedures relating to health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

Note

This Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at management's discretion in the future. As a general term of employment, the Trust may affect any necessary change in job content or may require the post holder to undertake other duties, at any location in the Trust's service, provided that such changes are appropriate to the employee's remuneration and status.



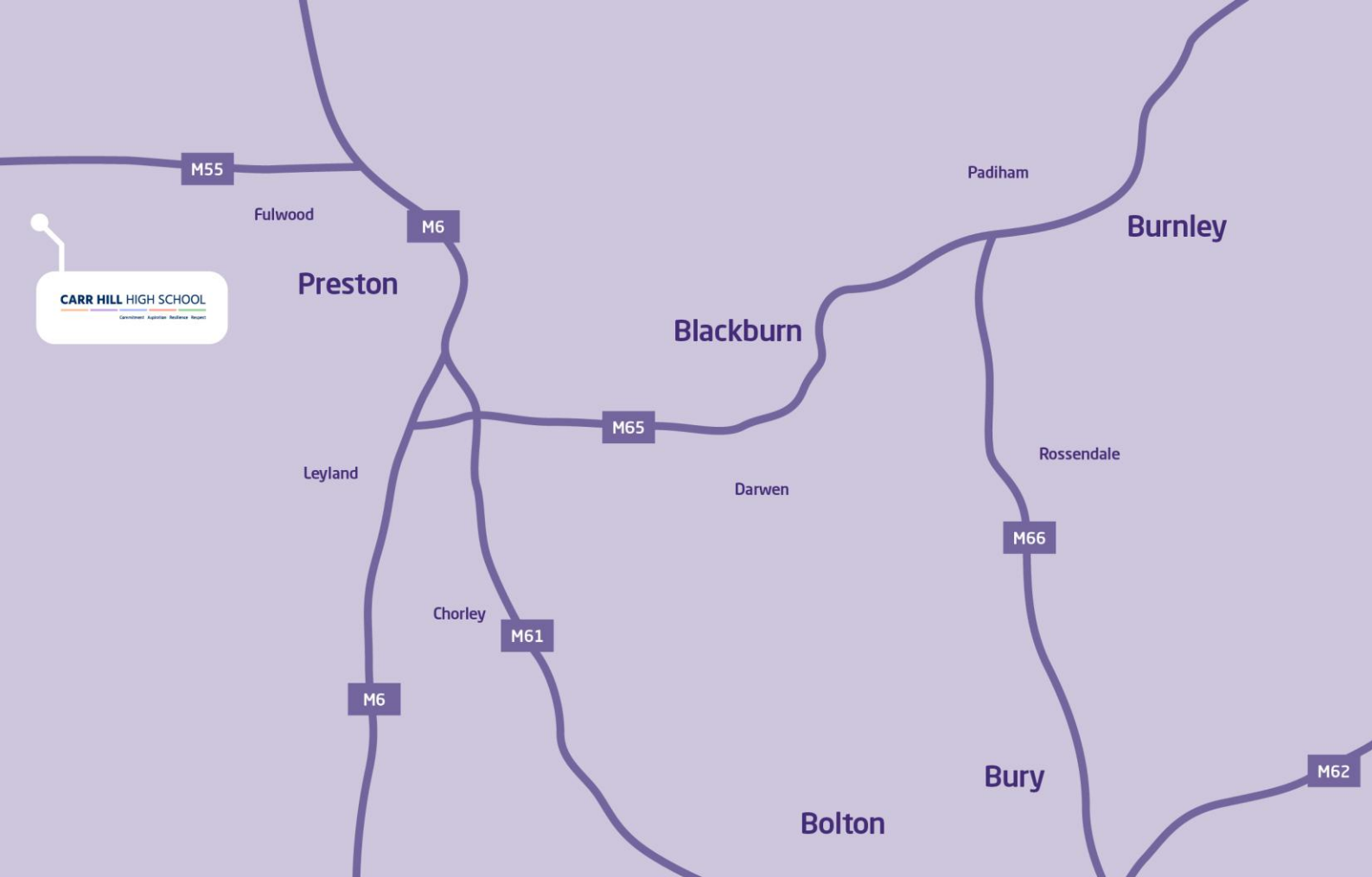
As a term of your contract of employment, the Trust reserves the right to vary your hours of work and require you to work outside the range of your “typical working arrangements” specified in your Statement of Particulars. The Trust reserves the right at its discretion to affect this condition of your employment. Should this be necessary you will be given reasonable notice of any proposed changes.



Person Specification

Administration Apprentice

Reports to:		Office Manager/Business Support Lead		
Grade:		Apprenticeship		
			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview /Task
QUALIFICATIONS				
1.	Education to GCSE Standard at grades 9 – 7 for a minimum of 5 GCSEs	E	✓	
EXPERIENCE & SKILLS				
2.	Experience of working in a team	E	✓	✓
3.	Evidence of relevant out of school activities/hobbies.	D	✓	✓
4.	Organised approach to work in relation to file and record keeping	D		✓
5.	MS-Word & MSEXcel knowledge	E	✓	✓
6.	MS-Access & MS-Outlook knowledge	D	✓	
7.	Able to produce written communications which are readily understood	E	✓	✓
8.	Good communication and numeracy skills	E	✓	✓
INTERPERSONAL SKILLS				
9.	Knowledge of Equal Opportunities	D	✓	✓
10.	Ability to research information from relevant sources and present clearly	D	✓	✓
MOTIVATION & PERSONAL SKILLS				
11.	Willing to develop knowledge and experience	E	✓	✓
12.	Flexible approach to changing work tasks	E	✓	✓
13.	Good Attendance Record	E	✓	
14.	Able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995.	E	✓	✓



Contact

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Kirkham, PR4 2ST

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Twitter @CarrHillSchool



An Education Partnership Trust School