



Bishop Vesey's Grammar School
Lichfield Road, Sutton Coldfield, West Midlands, B74 2NH

Business Operations Apprentice – TERM TIME (+ last 2 weeks of summer holidays)

Required September 2025
36.5 hours per week, Monday to Friday
Salary: Apprenticeship wage £12,896.91 to £20,857.12

We have an exciting key vacancy for a Business Operations Administrator. Are you an organised, proactive, and motivated individual looking to kick-start your career in school operations and data management? We're offering an exciting opportunity to join our school as a Business Operations Apprentice — a dynamic, varied role where you'll gain valuable experience and develop skills that are highly transferable across the education and business sectors.

We are a happy and thriving school committed to excellence, equality, diversity and inclusion. We welcome colleagues from all backgrounds into our community. Academically, BVGS is one of the leading state schools in the country.

What You'll Be Doing:

Working alongside our experienced Operations Manager and support teams, you will:

- Support the coordination of staff absence and arrange cover across the school
- Communicate with external staffing agencies and internal staff regarding cover and room changes
- Learn how to manage and maintain school data using industry-standard systems (e.g. MIS, Excel, Word)
- Assist with reporting, data entry, timetable updates, and student options processes
- Gain experience with software tools including Adobe, PowerPoint, and school-specific platforms
- Developing skills and supporting in whole school administrative functions.

What We're Looking For:

- A keen eye for detail and strong organisational skills
- Excellent communication and interpersonal abilities
- A positive, flexible, and proactive attitude
- Willingness to learn, grow, and take initiative
- Discretion and professionalism when dealing with sensitive data

What You'll Gain:

- A nationally recognised qualification in Business Administration or similar
- Practical experience in school operations and data systems
- Training on key digital and IT systems
- Mentorship from experienced staff
- Development of confidence, time management, and decision-making skills
- The opportunity to contribute to a vibrant school community

This is an ideal role for someone looking to build a career in education administration, data analysis, or operational support. You will play a vital role in helping the school run smoothly while learning in a supportive and structured environment.

Closing Date: Wednesday 25th June 2025

Interview Date: Monday 30th June 2025

Application forms and further details are available from our website at www.bvgs.co.uk. To arrange a pre-application visit please contact the Recruitment Team via recruitment@bishopveseys.bham.sch.uk or by telephone on (0121) 250 5400. Please note we do not accept applications by CV.

Bishop Vesey's Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check together with Identity, Right to Work, Prohibition Order, pre-placement medical and verification of qualification checks are requirements for this post.

We will carry out an online search about you for information that is publicly available online. This will include social media accounts you may hold. This will only be carried out on shortlisted candidates and before interview. This processing of data will be conducted under the legal basis of Article 6(e) public task in line with the guidance laid out in para 221 of Keeping Children Safe in Education (KCSIE) 2023. Any data collected during this search will be retained in line with our retention schedule which is available on request. You are encouraged to read our safeguarding policy which can be found on our website.

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>