

Business Administrator Apprentice

Sedgefield Community College
Hawthorn Road
Sedgefield
County Durham
TS21 3DD

Apprentice rate of pay £5.50 per hour
37 hours per week

Term Time only plus 10 days
Fixed term for the duration of the apprenticeship course

The Trustees are seeking to appoint a Business Administrator Apprentice for Sedgefield Community College to start September 2023. This role could be the ideal next step in your career.

Sedgefield Community College has a fantastic opportunity for an organised and reliable Business Administrator Apprentice that will support the school's existing admin department. Our appointed candidate will have a positive work ethic and can-do attitude, and be able to work in a busy school environment.

Our successful candidate will work towards a Level 3 Business Administrator qualification.

At Sedgefield Community College we seek to raise aspirations, empower pupils, developing their capacity to make informed choices and lead a happy, healthy life.

We embrace diversity, recognise individual needs and encourage all pupils to achieve their best.

We are looking for someone with drive, passion and a desire for nothing but the best for our pupils.

The successful candidate will join a successful MAT where all Academies support each other to the benefit of our pupils and their families. Our Academies also enjoy strong support from an experienced LST central team, based in Newcastle upon Tyne.

Closing Date: 12 noon on Friday 15th September 2023

Candidates who have not been contacted by Friday 22nd September 2023 may assume they have been unsuccessful.

Interviews will take place: To be confirmed

Applications should be returned to: personnel@sedgefield.cc

Please note that CVs will not be accepted.

We are an equal opportunities employer strongly committed to safeguarding and promoting the welfare of children and young people. The successful candidate must be able to demonstrate their commitment to children's safeguarding. All successful appointments will be subject to an Enhanced Disclosure and Barring Service check and a range of other pre-employment recruitment checks.

An online search will be undertaken for shortlisted candidates as part of the recruitment process on information available in the public domain. Candidates should disclose anything that may be relevant in line with Keeping Children Safe in Education. This search does not form part of the shortlisting process and candidates will have the chance to discuss any issues of concern that may arise during this search at interview.