

INVICTUS

Education Trust

CANDIDATE INFORMATION PACK



Learn with **us**, Work with **us**, Belong with **us**!

Job Description

JOB TITLE:	Business Administration Apprentice
DEPARTMENT:	Invictus Headquarters
GRADE:	£8.00 per hour (wef 01/04/26)
REPORTING TO:	In line with organisation structure
RESPONSIBLE FOR:	In line with organisation structure
LIASING WITH:	CEO, Headteachers, Senior Leadership Team, Governors, teaching and professional services staff, outside agencies, and the Trust's central team

Main Purpose

As a Business Administration Apprentice, you will gain practical experience in a variety of administrative tasks while studying towards a nationally recognised qualification. You'll support the smooth running of the business by assisting teams with day-to-day operations and improving internal processes. You'll support the Trust-wide administration function and work closely with the Personal Assistant (PA) to the Chief Executive Officer (CEO), gaining insight into high-level executive administration, governance, and strategic planning.

You will be part of a busy, professional environment, contributing to the smooth operation of trust-wide systems, executive communications, and central office processes. This is an ideal opportunity for someone looking to start a career in education administration or executive support within the public sector.

Main Duties

- Provide administrative support across departments, including data entry, filing, and document management.
- Help coordinate and prepare documentation for board meetings, governance reporting, and compliance audits.
- Handle incoming and outgoing communications (emails, phone calls, letters).
- Answer incoming calls, greet visitors, and respond to routine enquiries from students, parents, and staff.
- Schedule meetings, take minutes, and manage calendars.
- Draft emails, letters, reports, and professional correspondence under the guidance of the PA or senior leaders.
- Help maintain internal systems, databases, and records.
- Assist in processing invoices, expenses, and purchase orders.
- Support event planning, travel booking, or team coordination tasks.
- Handle sensitive and confidential information with discretion and professionalism.

**Mission**

'Excellence every day, unlimited ambition and transforming lives'

**Vision**

'To create a community of inclusive schools where people choose to learn with us, work with us and belong with us, so that everyone succeeds'

**Values**

- Respect
- Resilience
- Relationships

Other Professional Requirements

- Establish and maintain regular communication in the Trust
- Communicate with parents/carers and outside agencies where appropriate
- Attend Governance meetings as and when required
- Actively engage in the Trust's appraisal process
- Take part in the Trust's staff development programme
- Attend and contribute to meetings
- Work as a part of a team and positively contribute to effective working relationships
- Take part in Trust events as directed by the CEO

Other Specific Duties

- Play a full part in the life of the Trust community, to support its vision, mission and values
- Be an ambassador of the Invictus ethos and to encourage and ensure staff and students follow this example
- Be courteous to colleagues and be welcoming to visitors
- Comply with the Trust's Health and Safety Policy and undertake risk assessments as appropriate
- Whilst every effort has been made to outline the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to carry out any reasonable request to undertake work of a similar level that is not specified in this job description. This job description is current at the date shown but following consultation may be changed to reflect or anticipate changes in the job which are commensurate with the job title and salary

Support For the Trust

- To take a full part in promoting the good name of the Trust and contributing positively to the overall ethos/work/aims of the Trust
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security confidentiality and data protection
- Comply with the Trust's dress code
- Attend and participate in meetings as required
- Participate in training, other learning activities and appraisal as required
- Recognise own strengths and areas of expertise and use those to advise and support others
- It is the responsibility of all adults employed by Invictus Education Trust to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children or young people.

Safeguarding Requirements

The postholder will be expected to share the school's commitment to safeguarding and promoting the welfare of children and young people.

In line with Keeping Children Safe in Education 2025, and as part of our recruitment process, the Trust will carry out an online search on all shortlisted candidates. This is to help identify any incidents or concerns that are publicly available which may pose a safeguarding risk or bring the Trust into disrepute.



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Any such findings will be shared with the recruitment manager and may be discussed at interview.

We are deeply committed to safeguarding and promoting the welfare of children and young people, and we expect all staff and volunteers to share this commitment. All required pre-employment checks will be undertaken, and offers of employment are subject to satisfactory outcomes. These include an enhanced DBS check with Children's Barred List information, identity checks, online checks, and verification of professional qualifications and references. Further details are available in [Keeping Children Safe in Education 2025](#).

This role involves regulated activity and is therefore subject to:

- An Enhanced DBS Check including the Children's Barred List
- Verification through the DfE's Check a Teacher's Record (for applicable roles)

It is a criminal offence to apply for this role if you are barred from working with children.

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975, as amended). Certain convictions or cautions are considered 'protected' and need not be disclosed. Guidance on disclosure is available on the Ministry of Justice website: [Rehabilitation of Offenders Act 1974](#)

For information on the filtering of cautions and convictions, visit the DBS Filtering Guidance: [DBS Filtering Guidance](#)

As a Trust, we are committed to ensuring that during all stages of recruitment and selection, no applicant is disadvantaged or discriminated against based on any protected characteristics under the Equality Act 2010.



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Person Specification

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<p>GCSE Grade C or 4 or above. Including Maths and English</p> <p>Commitment to completing the Business Administrator Level 3 apprenticeship qualification</p> <p>Must be eligible to work in the UK and not already qualified at a similar or higher level in business administration</p>	
EXPERIENCE	<p>Previous experience is not essential. However, do mention on your application form any previous work experience, interests or activities that involve dealing with customers/people, studying or practical skills relevant to the job description.</p>	
SKILLS AND KNOWLEDGE	<p>Competent in Microsoft Office (Word, Excel, Outlook)</p> <p>Good written and verbal communication skills</p>	
PERSONAL QUALITIES	<p>Self-motivated</p> <p>Ability to work with staff at all levels and have good communication skills</p> <p>A can-do attitude</p> <p>Resilient</p> <p>Attention to detail and accuracy</p> <p>Enthusiastic, proactive, and eager to learn</p>	
FLEXIBILITY	<p>To work flexibly to meet the needs of the Trust and its educational establishments. Can be required to work in any location within the Trust</p>	

This job description/person specification may be amended at any time in consultation with the postholder. Any changes will continue to reflect the school's commitment to safeguarding and promoting the welfare of children and young people.

Job Title:			
Chief Executive Officer's signature:		Date:	
Postholder's signature:		Date:	



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