

Apprentice School Reception and Administration Assistant
Apprentice Grade (£4.81ph from 1st April 2022, £7,297 per annum in first year)
37 hours, 18mths Fixed Contract, Term Time Only Plus 2 Weeks (41 weeks)
(would look at a September 2022 start for the right candidate)

This is an exciting time to join The Futures Trust. The Trust is passionate about building brighter futures for the young people who attend its schools, and is a rapidly growing and successful Multi Academy Trust driven by a set of compelling values:

- 1. Learners First** – teachers and leaders totally focused upon the educational benefit of our students
- 2. It's about learning** – students, teachers and leaders focused upon developing and improving their learning
- 3. No Barriers** – no excuses, only support to ensure students, teachers and leaders maximise their achievement

An exciting opportunity has arisen to join Keresley Grange School to work with the school Receptionist and Administration function under the guidance of the Operations Co-Ordinator, providing a professional "Front of House" reception service.

You will provide efficient and pro-active clerical and administrative support for the school.

You will need to be highly organised, be able to prioritise, work well under pressure and have the ability to work to strict deadlines with attention to details in a busy reactive environment.

This is an 18-month term time only plus 2 weeks (41 weeks) apprenticeship during which you will study towards a recognised NVQ qualification in Business or Administration. It is an ideal opportunity to build skills and experience for your future career.

Our aim is to provide an excellent education for all the students at Keresley Grange School. As part of the Receptionist and Administration function, the successful candidate will contribute by utilising their excellent communication, interpersonal and organisation skills, and will represent the School in a positive and professional manner at all times.

Employees of the Trust have access to:

- Supported professional development
- Online discount at retail, travel, theme park and other leisure providers
- The Local Government Pension Scheme
- Occupational Health Services

Closing date: Monday 25th April 2022, 9.00am

Interviews: To be confirmed

Please note that all applications must be completed online via the government apprenticeship website www.findapprenticeship.service.gov.uk or at www.hoet.co.uk . We do not accept CV's.

Barr's Hill School and The Futures Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment. The successful candidates for all positions will be subject to an enhanced DBS check.