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**Business Administration Apprentice**

**Salary:** **APPRENTICE**

**Full time 37 hours/week**

**Required September 2025**

Idle CE(A) Primary School is a two-form entry primary school, situated in beautiful surroundings on the fringe of the city of Bradford. We are a Church school at the centre of our community and have a reputation for providing an all-round education where children are at the heart of everything we do, rooted in our Christian vision of “life in all its fullness” that Jesus came to give (John 10:10).

The Governing Body of Idle C of E Primary School is welcoming applications for a Business Admin Apprentice

**Summary**

To assist in the provision of high quality professional, flexible, proficient and constructive clerical, administration, financial support and reception service to the school.
Responsible to the Office Manager/Headteacher from whom they will receive formal supervision and who will allocate work when necessary. However, much of the work is self-generating, and the post holder will be expected to work within established procedures and guidelines and to prioritise day-to-day work, referring only exceptional or complex queries to senior members of staff. In the absence of the Office Manager would be expected to liaise with senior team members to ensure continuation of essential services.
To provide prompt and effective information, advice and access to services provided by the School to parents/carers, governors, community groups, members of the public and other agencies, dealing with requests for help and intervention, seeking guidance from and working in conjunction with senior/qualified professional staff on more complex requests. Undertaking and promoting the School to public and external agencies.

 **ADMINISTRATION**
Provide routine clerical support e.g. record and circulate messages to other members of staff, photocopying, filing, scanning, faxing, emailing, complete routine forms, sort and distribute mail, ensuring supplies of internal forms are kept well stocked.
Maintain manual systems.
Basic data inputting of computerised records/management information systems.
Undertake typing, word-processing and other IT based tasks.
Undertake routine administration, e.g. registers/school meals.

**RESOURCES**
Responsible for the safe keeping of office equipment and secure storage of supplies.
Operate office equipment e.g. photocopier, computer.
Maintaining stock and supplies and prepare information to help in the processing of orders.
Support senior members of staff in the collection and recording of school dinner money and other routine financial administration.

**Training**
Level 3 Business Administration Apprenticeship Standard
English and maths Functional skills at Level 2 if required
Flexible training with Shipley College based on 7hrs a week including online sessions with the tutor and workplace training.

**Qualifications required**
GCSE or equivalent English (Grade 4) desirable
GCSE or equivalent Maths (Grade 4) desirable

**Skills required**
Communication skills
IT skills
Organisation skills
Customer care skills

**Prospects**
The administration role may be a gateway to further career opportunities, such as management or senior support roles. The employer is looking to offer a permanent position upon successful completion of the Apprenticeship.

**Qualification / Standard** : ST0070 Business administrator
**Duration:** 18 Months

**Application form & a job description is available on the Idle Primary School website.**

**Please return completed application forms to** **sbm@idle.bradford.sch.uk**

**Closing Date: Thursday 9am 24th July 2025**

**Short listing: Thursday 24th July 2025**

**Interviews: w/c beginning 28th July 2025**

*Idle C.E. (A) Primary School is committed to safeguarding and promoting the welfare of our pupils and expect all staff and volunteers to share this commitment.*

*All staff are subject to an enhanced DBS check and safer recruitment processes are followed for all vacancies, including relevant checks for shortlisted candidates. Our Child Protection policy can be found on our*[*website*](https://www.idleprimaryschool.co.uk/page/?title=Safeguarding+policies&pid=261&action=saved)

***PLEASE NOTE: CV’s are not accepted for any of these posts, applications must be submitted via application form.***