

The Governors and Headteacher are looking to appoint an Apprentice Business Administrator (Level 3), from 3<sup>rd</sup> January 2022. The post will be term time for 18 months – end date 3<sup>rd</sup> July 2024. **Hours-** 32 hours

**Salary** : Apprentices are paid £4.81 (16-18 years) per hour for their normal working hours and training as part of their apprenticeship and students 19 plus -national minimum wage in the appropriate age range in any following year.

St Georges' Christian ethos is one of 'Life in all its Fullness'. We have a dedicated, caring staff team who work tirelessly to ensure our children reach their full potential; mind, body and soul.

We are looking to appoint a well organised, self-motivated individual with excellent communication skills who we can train. You will gain hands-on experience in a busy office environment learning a wide range of tasks. The Business Administrator Level 3 Apprenticeship is work based for 18 months with 1 day release to college.

- Works very well as part of a team and is prepared to be flexible
- have organisational skills to carry out daily routines
- To be competent in working with Excel, Word, Publisher
- To be able to stay calm, sensible and patient dealing with parents, staff and children
- Maintaining Management Information Systems (MIS)
- has a good sense of humour
- To be able to prioritise workload and work on own initiative
- Will deal with MIS for booking lunch, trips and dealing with money and financial systems
- Must have GCSE grades above 4 and above in English and Maths or equivalent

Applications should be sent electronically to [office@stgeorges.cumbria.sch.uk](mailto:office@stgeorges.cumbria.sch.uk) . Details of the advertised post can be seen on the schools website – Key Information – Job Vacancies.

The closing date is **12 noon, Thursday 1<sup>st</sup> December 2022**. For further information please contact the School Office on 01229 841240 or by e-mailing [office@stgeorges.cumbria.sch.uk](mailto:office@stgeorges.cumbria.sch.uk)

**St George's C of E Primary School and Nursery is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced Disclosure and Barring Service (DBS) check and satisfactory references along with other checks.**