



Business Administrator Apprenticeship (Level 3)

Employer : All Saints Schools Trust – Central Team
Location : The Granary at Wingfield Barns, Church Road, Wingfield, Diss, IP21 5RA
Sector : Business, Administration, Finance and HR
Vacancy Reference: VAC1000172742

Vacancy Description :

A fantastic opportunity to begin a career as an apprentice business assistant based in the central team of All Saints Schools Trust, a primary school Multi-Academy Trust based in Suffolk. You will learn a range of office skills to include financial processing, HR and payroll procedures and general administration activities required in a business and/or education office.

Qualifications Required :

Entry onto the apprenticeship is subject to a thorough initial assessment to establish course suitability. Ideally applicants should have at least 4 GCSEs including English and maths at grades 4-9 for a Level 3 Apprenticeship.

Proof of qualifications will be required before you can be accepted onto the apprenticeship.

PLEASE NOTE: All applicants regardless of entry requirements will be emailed an Initial Assessment to complete as part of the recruitment procedure. This is an online assessment in English and maths and can be completed at your preferred location remotely. Those without the stated entry requirements or awaiting GCSE/GCSE retake grades, will be offered further advice and guidance to support their application if required.

Vacancy Full Description :

The successful applicant will be trained and supported in the following:

- to process invoices from each of the ASST school offices using the Trust finance system PS Financials (PSF)
- to input school income and receipts into PSF
- to assist in maintaining and updating information held on the Trust's Management Information System (Arbor)
- to reconcile supplier statements with PSF purchase transactions
- to support HR processes (employment contracts, maintaining HR database) and contribute ideas to improve the HR administrative function
- provide administrative support for the recruitment process
- to assist in the payroll processes
- general liaison with suppliers, contractors, school offices
- to assist in internal and external audits
- to undertake general ad-hoc administrative tasks including answering the phone and assisting with queries

Working Week : 4 days 8.30am-3.30pm 30 mins unpaid lunch. 1 day release at West Suffolk College. Term time only.

Salary : £5.28 per hour, £171.60 (weekly)

Start Date : As soon as possible

Personal Qualities : Ability to use own initiative
Well presented, polite and well spoken
Punctual
Trustworthy
Hardworking
Honest
Adaptable

Skills Required : Ability to work as part of a team
Excellent interpersonal skills
Excellent communication skills
Ability to prioritise tasks
Excellent organisational skills
Good problem solving

Future Prospects :

For the right candidate who proves to be hard working, professional and diligent in successfully completing their apprenticeship the long-term prospects of a full-time role are excellent, with a noteworthy increase in salary once apprenticeship is complete.

Training to be Provided : Business Administrator (Level 3)

The business administrator role is an integral part of the team providing support to the finance, HR and payroll departments of the Central Services Team. The apprentice will complete an End point Assessment to demonstrate that they can perform knowledge, skills and behaviours in their occupation.

Application Deadline Date : Friday 7 July 2023

To apply please visit: <https://www.findapprenticeship.service.gov.uk/apprenticeship/1000172742>