Job Advert

Required to start ASAP

Business Administration Apprentice (Level 3)

37 hours per week, 52 weeks per year*

*** [reduced weekly hours' / term time arrangements would be considered]**

Expected duration circa 18 months

Salary: NJC Grade 3 £18,198 - £18,562 per annum FTE

Faringdon Learning Trust have an opportunity for a Business Administration Apprentice to join the central trust team. With business functions such as HR, Operations, Governance and Recruitment all run centrally, the apprentice will be given access to experience and learn various business functions in support of their apprenticeship. This will allow for some degree of specialisation when selecting units.

The business administration assistant will engage with various parts of the organisation, interacting with both our internal and external stakeholders. We are looking for a candidate with strong communication skills (written and verbal), problem solving skills and an ability to show initiative. The business administrator apprentice will be expected to deliver their responsibilities efficiently and with integrity, showcasing a positive attitude to their work and learning.

We can support your apprenticeship by:

- Supporting with your learning around organisational and business specific policies
- Showing how organisational structure and purpose, values and vision affects the organisation
- Supporting you to produce reports and documents using a variety of IT packages and systems
- Support you to build and maintain positive relationships within both the central team and wider organisation

Full details of the position including job description and application form can be found on our website: http://www.faringdonlearningtrust.org. Please return completed application forms to: recruitment@faringdonlearningtrust.org

Closing Date for applications – 9am on Monday 1st November 2021
Interviews for the position will take place w/c 1st November 2021

Faringdon Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service (DBS) Enhanced Check