

The Trustees are looking to recruit to the post of
Administration Apprentice
Central Team based at Ram Mill Business Centre, Oldham
Apprentice Rate
Hours: 36 hours 40 minutes per week / Full Year
Fixed Term – 18 months
Commencing – As soon as possible

Are you ready to kickstart your career in the dynamic world of educational business administration? Join us and work towards your Level 3 Business Administrator Apprenticeship at New Bridge Multi Academy Trust and become an integral part of our innovative team.

This is your chance to gain hands-on experience, learn, and develop the skills that will set you on the path to success. If you're a proactive, detail-oriented individual with a passion for learning and making a difference within the world of education, we want to hear from you!

We invite enthusiastic and passionate individuals who have a desire to develop themselves and others. As a Level 3 Business Administrator Apprentice, you will play a pivotal role in supporting the New Bridge Central Executive Team with administrative and general clerical support. Your responsibilities will include:

- Providing high-quality customer service through answering routine telephone and face-to-face enquiries, taking messages and forwarding them on to the relevant person as required
- Welcoming visitors to the sites, ensuring health and safety and safeguarding procedures are followed, such as signing in/out of a register, issuing badges/passes or escorting visitors as required
- Preparing and formatting documents, spreadsheets, presentations, agendas, meeting papers, and other materials.
- Providing routine clerical support e.g. photocopying, filing, emailing, completing routine forms and other general administration
- Assisting with the organisation of meetings including the provision of refreshments and associated housekeeping tasks
- Maintaining records and information: This involves preparing documents and communications, managing shared calendars, and coordinating general inquiries received by the Central Team.
- Supporting routine communications with schools, colleagues and external organisations, including preparing and distributing emails, information and meeting or event details.
- Undertaking other reasonable administrative duties appropriate to the apprenticeship and providing support across the Central Team as priorities require.

We can offer you:

- The opportunity to be part of our thriving team, who are committed to creating meaningful futures for both our students and staff
- High quality continuing professional development (CPD) through our dedicated Everyone Learning Team and wider central teams
- A commitment to future career development and progression within the trust
- HSF Health Benefits
- Trust TOIL Scheme for all staff

Although based initially at our Central site at Ram Mill Business Centre, all staff are employed by the MAT and are expected to work at any site within the New Bridge Group.

We are fully committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share the same commitment.

This post will be subject to a number of pre-employment checks including an enhanced DBS check, satisfactory references and proof of right to work in the UK in accordance with the Asylum and Immigration Act 1996. It will be exempt from the provisions of the Rehabilitation of Offenders Act 1974. DBS Code of Practice which can be viewed [here](#).

For successful candidates, an online search will be carried out as part of our due diligence in line with Keeping Children Safe in Education 2023.

We strive to create a fair and inclusive workplace that is as diverse as the communities we serve. We positively welcome applications from all candidates regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy, and maternity, race, religion or belief, sex and sexual orientation.

Closing date: Friday 6th November (9am)

Interviews: TBC

Completed applications to: recruitment@newbridgegroup.org