



NEW COLLEGE LEICESTER
Glenfield Road
Leicester
LE3 6DN



BUSINESS ADMIN APPRENTICE LEVEL 3

We are looking for an enthusiastic, flexible and motivated person who will provide comprehensive administrative support for the Inclusion Office.

Duties will involve:

- Provide first level advice/information, face to face, on the telephone and in written formats, to parents, carers and other callers to the school
- Provide administrative and clerical support including analysing data, arranging meetings, taking minutes and distributing notes for professional meetings in the school
- Update and maintain the relevant filing, clerical or computerised record systems, databases, spreadsheets etc. and assist with the inventory management and stock ordering
- Keep up to date with the relevant guides, procedures, forms, etc. used in the school
- Assist in organising events etc. and in accompanying groups of students/teachers
- To phone parents under instruction
- Act as First Aider, maintain medical inventory, records, liaise with medical staff/authorities

The Apprentices Training Provider is through Train Together Limited and the apprenticeship standard is Level 3 Business Administrator. Expected duration of this post is 18 months. Desired qualifications are a level of numeracy and literacy sufficient to carry out the duties of the post (GCEs including English and Maths to C grade or above or equivalent).

The post is for 37 hours per week, 39 weeks per year.

Salary: £3.70 per hour

Working hours are 8.00 am – 4.00 pm Monday to Thursday and 8.00 am – 3.30 pm Friday.

For further details and an application pack please contact Lynn Dawson, HR/Admin Manager on 0116 231 8501 or email: ldawson@newcollege.leicester.sch.uk

You can also download all the information from our website at www.newcollege.leicester.sch.uk

New College Leicester is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from under-represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.