Admin Assistant Apprentice

Location: Blackwood School, Blackwood Road, Streetly, Sutton Coldfield, B74 3PH

Grade: Apprenticeship - apprenticeship minimum wage applies - currently £3.90 per hour for the first year for apprentices over 19 years

Term Fixed term for 15 months- From September 2019

Hours of work: Minimum 30 hours per week, 39 weeks per year (term time + INSET days) Monday – Friday. Holidays to be taken during school holiday periods only

Reports to: School Office Manager

Liaising with: The post holder will liaise with staff and students at all levels in relation to the duties of the post

Disclosure Level: Enhanced DBS (Disclosure Barring Service)

Training: You will be required to undertake 20% off the job training

Qualifications: Minimum GCSE Grade C in English and Maths (or equivalent)

Interview: This will consist of face to face interview, tasks and at least a day’s trial in the school office

Application: Closing date Friday 5th July or sooner if we receive suitable applicants. Please forward your completed application to applications@blackwood.walsall.sch.uk
Or send by post to the school addressed to Mrs D Price

We are looking to appoint an Administrative Assistant Apprentice to work in the school office. As this is a prominent role that will have contact with children and parents as well as staff and the general public, we are looking for a friendly person with a positive attitude, who is able to manage peak time workload when dealing with several demands at once and still retain a sense of humour!

You will be tasked with a range of clerical duties including photocopying, sending emails, filing, message-taking, sorting and distributing post, etc. You need to be confident in speaking to parents and visitors face to face and on the phone. You need to be organised and have a willingness to study towards an apprenticeship whilst working.

Every day at Blackwood is different so if you enjoy variety and you would like a new challenge please visit www.blackwood-school.co.uk to download an application pack.

‘Blackwood School is committed to the protection and safety of its pupils. We hold child safeguarding as a priority. On interview applicants will be asked for photo identification and proof of qualifications. Successful applicants will be subject to enhanced DBS checks. We welcome applicants regardless of gender, age ethnicity or religion’