

# Business Administration Apprentice



<b>Salary:</b>	The Dean Trust Apprenticeship National Minimum Wage (NMW) Pay Annual Salary £16,469 per annum
<b>Start Date:</b>	01 September 2025
<b>Working Pattern:</b>	Full time, Term Time Only plus 5 INSET Days 36.25 hours per week
<b>Contract:</b>	Fixed Term – 18 to 24 months (Dependent on course length)
<b>Location:</b>	Office-based at Broadoak School, Partington, M31 4BU

## **Benefits available at The Dean Trust**

- 24/7 access to an Employee Assistance Programme
- Cycle to work scheme
- Discounts on the High Street
- Fully funded Level 1 Health Care Cash Plan
- Access to enhanced family friendly policies

The Dean Trust is seeking to appoint a talented and enthusiastic Business Administration Apprentice to join our dedicated team at Broadoak School. The core purpose of the role will be to work within the Pupil Welfare and Safeguarding Team as an administrative support and cover any aspects of administration to ensure the smooth running of an organised and efficient department.


The Dean Trust has a number of high-performing schools and a proven track record of sustained improvement. The Dean Trust's core values include traditional academic education, excellent discipline and respect, resulting in improved attainment and progress. "Believe, Achieve, Succeed" has been embraced by all of the schools in The Dean Trust.

As a Business Administration Apprentice, you will be part of a friendly and dedicated department. Staff hold high expectations for all pupils and work tirelessly to raise attainment and achievement.

Full apprenticeship training provided, working towards a level 3 Business Administration qualification. All training will be on the job training at workplace location with 20% of your working hours per 6 hours per week will towards your qualification. This apprenticeship will take approximately 18 to 24 months.

## **We are looking for an individual who possess:**

- GCSE Mathematics & English Language A\*-C
- Good IT skills
- Be able to relate well to staff and pupils
- To have good organisational skills
- To have flexibility and ability to cope with a wide range of tasks in a busy and challenging environment
- Ability to work as part of a team and also work alone and use own initiative
- Have a pleasant, outgoing manner
- Have an enthusiastic and positive attitude



To apply for this vacancy please visit our recruitment page [careers.thedeantrust.co.uk](https://careers.thedeantrust.co.uk).

If you have any questions about the role or would like to book a place on a school tour as scheduled below, please contact Maxine Mills HR Assistant on 0161 973 1179 Option 6 or email [recruitment@thedeantrust.co.uk](mailto:recruitment@thedeantrust.co.uk).

- **Application closing date:** [8:00am Monday 14<sup>th</sup> July 2024](#)
- **Interviews:** [Thursday 17<sup>th</sup> July 2024](#)

*The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to pre-employment safeguarding checks, including an enhanced Disclosure and Barring Check.*

