



OUTWOOD ACADEMY CITY
Stradbroke Road, Sheffield, S13 8SS
Telephone: 0114 235 8120

Business Administration Apprentices (Level 3)

37 hours x 52 weeks

The National Minimum wage for Apprentices is £3.50 per hour. This is the legal minimum pay per hour applying to 16-18 year old apprentices and those aged 19 and over in the first year of their apprenticeship. For apprentices 19 or over who have completed their first year and are continuing their apprenticeship, the National Minimum wage appropriate to their age applies.

Outwood Academy City is seeking to appointment two Business Administration Apprentices. Working closely with the Academy's Business Manager, HR/Business Officer and Personal Assistant to the Principal, the successful candidates will join a busy team, providing whole school administrative support.

Candidates should be enthusiastic team players with a flexible approach to work. Providing whole school administrative support on a termly rota, candidates can expect to gain experience in reprographics, database and record management, customer facing services and all aspects of school administration. Good communication skills, a professional telephone manner, as well as an ability to manage time effectively to meet tight deadlines, are essential. Candidates should be confident and able to work without constant supervision.

Good IT skills, particularly in Microsoft Office are essential. Training on the academy's management information systems will be provided. Working in an environment with young people, candidates must be able to relate to the academy's students. Candidates should be prepared to work flexibly to meet the needs of the academy. This may require work outside of standard working hours on occasion.

The Outwood Grange Academies Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a satisfactory enhanced DBS disclosure.

To apply for the post please go to <http://www.sheffcol.ac.uk/apprenticeships/vacancy/1876> and complete the online application process. CVs will not be accepted.

For more information regarding the post or to arrange a visit, please contact Sara Louise Peasant, Personal Assistant to the Principal, by email to S.Peasant@city.outwood.com or on 0114 235 8120.

Closing date: 3 July 2017
Interview date: 10 & 11 July 2017