

Business Administration Apprenticeship – Level 3



We are a thriving Trust on the south coast of England with 16 current schools, 4927 children and 706 staff. We have an exciting opportunity for a Business Administration Apprentice to work within our friendly and committed Trust Centre Operation team, offering the successful candidate a chance to gain valuable administration and workplace skills and experience.

You will learn to provide effective administrative support to our colleagues across the Trust, which will include learning to:

- Use Trust databases and systems to update records
- Provide support in managing diaries for the team, including booking travel arrangements
- Update communication channels, including the Trust website and social media
- Take minutes and provide administrative support to Trust meetings and training events

You will be working in a busy, fast-paced environment, at our Eastbourne office. Applicants must have a GCSE Maths and English, grade 4+, ability to use MS office and the ability to communicate with people at all levels. We are committed to staff development and opportunities for further CPD will be fully supported.

If you believe you have the skills and attitude to thrive in this role, then we want to hear from you.

- 37 hours per week, Monday – Friday (times to be agreed)
- 30 minute unpaid lunch break
- Term Time only, plus 2 weeks during the school holidays (dates to be agreed)
- Working 41 weeks in total per year
- £13,140 per annum pro-rata (**Actual Salary £11,914 per annum**)

Deadline for applications: Monday 12th December at 9am

Interview date: Wednesday 14th December

Please send a completed application form to hr@dcacat.academy, available to download from our website, www.dcacat.academy, by Monday 12th December at 9am. CVs will not be considered.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to demonstrably share this commitment.

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. Shortlisted applicants will be required to supply details of any unspent convictions and conditional cautions and any spent convictions and adult cautions that are not protected (i.e., that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended).

If you are appointed, you will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check

This post is covered by the Childcare Disqualification Regulations 2018. The Trust will need to ensure that they are not knowingly employing a person who is disqualified under the 2018 Regulations in connection with relevant childcare provision. Accordingly, the successful candidate will be required to demonstrate to the Trust, by completing a self-declaration form as part of the pre-employment checks process, that they have not been disqualified under the 2018 Regulations. If the preferred candidate is found to be disqualified under the 2018 Regulations, the offer of employment will be subject to the application by the preferred candidate to Ofsted for a waiver and the receipt of a waiver from Ofsted.