

Vacancy for Apprentice Administration Assistant at Warren School, Lowestoft

Days: 5 days per week 39 weeks per year
Hours: 37 hours per week 8am – 4pm
Venue: Warren School
Salary: £7.40 per hour

Details: An exciting opportunity has arisen to join the Warren School administration team. The role will involve working in a busy and fast paced environment, allowing the development of skills and experience, whilst supporting the organisation as part of the team. There is the possibility of permanent opportunities for the right candidate once the apprenticeship is completed. This role provides the chance to gain exposure to a wide range of tasks and responsibilities. The successful candidate would be working towards completing the Business Administration Level 3 apprenticeship (or something equivalent) at a suitable placement.

The Consortium Trust is committed to safeguarding and promoting the welfare of children and young people. All successful applicants will be required to undertake an enhanced DBS check and this will include social media checks.

We can offer:

- Competitive salary
- Full support and training from a wider team
- Wide range of staff benefits
- Extensive wellbeing support package
- Opportunity for career progression within the Trust
- Bespoke training

Requirements: We are looking for an Apprentice Administration Assistant who will:-

- Support and engage with different parts of the school and interacting with internal or external customers.
- Support and work as a member of the admin team
- Use IT packages and systems to manage spreadsheets, input data, record bookings and payments, write letters, emails, proposals, record and analyse data
- Undertake administration support as requested
- Use databases, ensuring information is recorded accurately
- Assist with drafting correspondence, writing reports, and inputting/reviewing work
- Maintain records and files, whilst handling confidential information in compliance with organisational procedures and data protection
- Maintain positive relationships within team and across the organisation, promoting collaborating working
- Communicate with internal and external customers, either in person, on the telephone, in writing, or on digital platforms
- Assist with queries from inside and outside the organisation
- Manage work priorities and time to meet deadlines and complete tasks effectively
- Organise meetings and events, taking minutes and action logs as needed

Qualifications: Essential: Grade C /4+ level (or equivalent) Numeracy and Literacy;
Essential: Has a basic level of computer literacy;

Line manager: Office Manager
Start date: ASAP
Closing Date: 31st March 2025
Interview Date: W/C 31st March 2025