

Step 1 of 4 Vacancy Details	
Vacancy Title*	School Office Administration Apprentice
Employer Name	Moulsham Junior School
Vacancy Short Description*	We are looking for an outgoing and confident Administration Apprentice to join our small and friendly team in our very busy school office. The role includes working on the school reception as well as the school office.
Vacancy Full Description*	<p>No two days are ever the same when working in a school office. We are the hub of the school and the place where everybody comes to with their questions and queries. You will need to be able to work accurately, demonstrating flexibility and the ability to efficiently multi-task. We are looking for someone who has solid IT skills and is willing to learn more. A good sense of humour is essential. Your duties will be varied and will include:</p> <ul style="list-style-type: none"> • Dealing with parents, contractors and school visitors in Reception. • Photocopying and filing. • Playground duty when required. • Ensuring children are signed in and out of school in line with fire register procedures. • Answering telephones. • Assisting with processing monies. • Managing the school diary. • Opening and sorting post. • Providing hospitality to visitors. • Ensuring messages are passed to and from classes in a timely and accurate manner.
Annual Salary	<p>Salary will be based on 35 hours per week (include 6 hours study time per week) and will be paid at the national Apprenticeship rate based on the successful applicants age.</p> <p>https://www.gov.uk/become-apprentice/pay-and-conditions</p> <p>eg. £8,780 – £12,430 annual</p>
Working Week*	Monday to Friday 8.30am – 4.00pm (half hour lunch break) however, there may be the need for some flexibility as these times may change occasionally.
Future Prospects	School Administrator, Office Manager

Step 2 of 4
Employer and Learning Provider Details

Employer Name	Moulsham Junior School
Employer Description*	At Moulsham Junior School, we are passionate about learning. Our highest priority is to provide an environment to our students that excites, motivates and challenges them, and encourages lifelong learning and an interest in the world around them.
Employer Website	www.moulsham-jun.essex.sch.uk
Address	Moulsham Junior School, Princes Road, Chelmsford, Essex, CM2 9DG
No of Vacancies	One
Training to be Provided	Level 3 Business Administrator Apprenticeship Standard, in conjunction with Chelmsford College.
Apprenticeship Duration	18 - 21 Months

Step 3 of 4
Candidate Details

Skills required	Good IT and interpersonal skills. Polite and professional manner. Hard working and dedicated worker who is willing to learn. Good standard of literacy and numeracy.
Personal Qualities	Friendly and outgoing. Smart appearance. Able to communicate effectively with children and adults. Able to maintain confidentiality.
Closing Date	Friday 29 th July
Interview Date	August
Start Date	September 2022