

## APPRENTICE TRUST OFFICE ADMINISTRATOR

(18 months, Level 3 Business Administrator Apprenticeship)

Apprentice rate £4.15 per hour  
37 hours a week, Monday-Friday, term-time only  
(Actual salary £6,697.85 per annum)

**Required from January 2021**

An exciting opportunity has arisen to be part of our evolving Multi-Academy Trust (MAT) based in Shropshire, providing administrative support to the Trust Central Office. You will be responsible for delivering a high quality and efficient service, on a range of administrative matters, supporting the Chief Executive Officer, Finance Director and HR Manager with both routine and project related tasks.

This is an excellent opportunity to be part of a growing MAT where you will be fully supported in developing business administration skills and knowledge, with the opportunity of a permanent job on the successful completion of your apprenticeship.

The Trust Central Office is based within the grounds of The Priory School, Shrewsbury.

For further information and to apply for this apprenticeship please go to:  
<https://www.findapprenticeship.service.gov.uk/apprenticeship/-561884>

**Closing date for applications** – 3.00pm Thursday 10<sup>th</sup> December 2020

**Interviews**– Week Commencing 14<sup>th</sup> December 2020

*The 3-18 Education Trust is committed to safeguarding and promoting the welfare of children and young people. Successful candidates will be subject to an enhanced DBS check and satisfactory references.*

