



Business Administration Apprenticeship (Administration & Recruitment)

Apprenticeship Summary

King Edward VI Grammar School is looking to recruit a Business Administration Apprenticeship to provide support across the school office, with a focus on general administration, front office and recruitment processes.

This is a varied and rewarding role within a busy secondary school environment. You will support the smooth running of administrative systems, assist with recruitment processes, and act as a professional first point of contact for students, parents and visitors.

You will gain valuable workplace experience while working towards your Level 3 Business Administrator apprenticeship, developing key skills in communication, organisation and business operations.

Working Week

- Monday to Friday
- Either 8.00am – 3.30pm or 9.00 – 4.30pm
- Total hours per week: 35
- Term-time plus

Expected Duration

- 24 months

Possible Start Date

- 1st September 2026

Duties and Responsibilities

General Administration & Office:

- Provide administrative support to the wider school office
- Maintain accurate records and databases, including student and staff information
- Prepare documents, letters and reports
- Support the organisation of school events, meetings and activities
- Ensure filing systems (electronic and paper-based) are up to date
- Act as a first point of contact for visitors, students, parents and staff
- Provide a welcoming and professional front-of-house service
- Answer telephone and email enquiries, directing them appropriately
- Assist with sign-in/sign-out processes
- Support the management of post and deliveries
- Maintain a tidy and organised reception area
- Support the booking of meeting rooms and appointments

Recruitment Support:

- Assist with the administration of recruitment processes
- Support the preparation of job adverts and candidate information packs
- Manage applications and maintain recruitment records
- Assist in arranging interviews and communicating with candidates
- Ensure recruitment procedures follow school policies and safeguarding requirements

Training

- Level 3 Business Administrator Apprenticeship Standard
- On-the-job training within the school office
- Off-the-job training delivered by Priory Apprenticeships
- Functional Skills in maths and English (if required)

Requirements and Prospects

Desired Skills and Personal Qualities:

- Good communication skills (verbal and written)
- Professional, friendly and approachable manner
- Strong organisation and attention to detail
- Ability to manage multiple tasks and priorities
- Discretion and understanding of confidentiality
- Willingness to learn and develop
- Basic IT skills (e.g. Microsoft Office)



KING EDWARD VI
GRAMMAR SCHOOL
ESTABLISHED 1551

Qualifications:

- Minimum of 5 GCSEs (or equivalent) in Maths and English (grade 4/C or above preferred)

Future Prospects

- Potential for a permanent role within the school or education sector
- Progression into administration, HR/recruitment or business support roles
- Potential for further CPD and qualifications.

Things to Consider

- This role involves working in a school environment with children and young people, the successful applicant will be subject to a DBS check
- The successful candidate must adhere to safeguarding, confidentiality and data protection policies
- The role includes a mix of office-based HR and recruitment, administrative work and front-facing reception duties.

About the Employer

King Edward VI Grammar School, having been founded by royal charter in 1551, is one of the oldest schools in the country. While proud of our heritage and tradition, we have evolved into a forward-thinking grammar school that values not just academic success but also the broader, holistic education of our students.

We strive to ensure that every voice in our community is valued, by upholding a friendly and inclusive ethos. Despite our impressive heritage and commitment to maintaining traditional values, we remain committed to our future. We believe in treating staff as individuals by recognising their strengths and supporting their professional aspirations.

Employer Address

The Lodge, King Edward VI Grammar School
Edward Street
Louth
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Ln11 9LL