



KING EDWARD VI
GRAMMAR SCHOOL
ESTABLISHED 1551

Business Administration Apprenticeship (Finance & Administration)

Apprenticeship Summary

King Edward VI Grammar School is seeking a professional and enthusiastic Business Administration Apprenticeship to join our busy school office. This is an excellent opportunity to gain experience in finance, reception and administration functions within a well-established secondary school environment.

We are seeking a motivated and enthusiastic Apprenticeship Finance and Reception Assistant to join our team. This is an excellent opportunity for someone looking to start a career in finance and business administration while gaining valuable workplace experience through an apprenticeship programme. The role will support the finance department with administrative and accounting tasks whilst also providing a professional administration and reception service to visitors, students, and staff.

You will develop valuable skills in communication, organisation and business processes while working towards your Level 3 Business Administrator apprenticeship.

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

Proposed Start Date

- 1st September 2026

Duties and Responsibilities

Finance Support:

- Assist with processing invoices, purchase orders and payments
- Support the maintenance of financial records and filing systems
- Input data accurately into finance systems
- Support reconciliation tasks and basic reporting where appropriate
- Liaise with suppliers and internal departments

General Administration & Office:

- Provide administrative support to the wider school office
- Prepare letters, reports and communications
- Maintain accurate student and school records
- Ensure compliance with school policies, including data protection
- Support other administrative functions as required
- Act as the first point of contact for visitors, parents, students and staff
- Provide a welcoming, professional front-of-house service
- Answer telephone and email enquiries, directing messages appropriately
- Assist with sign-in/sign-out procedures
- Manage incoming and outgoing post
- Support the booking of meeting rooms and appointments

Training

- Level 3 Business Administrator Apprenticeship Standard
- On-the-job training within the school office and finance team
- 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 and a professional manner
- Friendly, approachable and confident when dealing with people
- Strong organisational skills and attention to detail
- Ability to work in a busy environment and manage priorities
- Willingness to learn and develop new skills
- Basic IT skills (e.g. Microsoft Office)



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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 wider education sector
- Progression into administration, finance or school 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 will be expected to adhere to safeguarding, confidentiality and data protection policies at all times
- The role combines office-based finance, administration 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
Lincolnshire
LN11 9LL

