



**BIDDULPH  
HIGH  
SCHOOL**

**Biddulph High School**  
**An Academy**



## **APPRENTICE BUSINESS ADMINISTRATOR**

**Required to start 2<sup>nd</sup> September 2019**

**30 hours per week, term-time only**

An opportunity has arisen for an Apprentice Business Administrator to join our friendly and extremely hard-working team of staff.

The successful applicant will work under the direction and instruction of senior staff to provide support to the school within our Administration team.

Duties will include acting as first point of contact at the school dealing with front-line enquiries from parents, students, staff and visitors and therefore you must have a professional, friendly approach with excellent interpersonal skills.

We are seeking to appoint a team player who will be flexible and positive at all times. The demands of the role require exceptional organisational skills, the ability to multi-task and be proactive, with a flexible approach to working arrangements.

English and Maths GCSE Grade C/3 is desirable.

**If you would like to support our students and contribute to our academy environment by working in this busy but rewarding role, we would love to hear from you.**

**Please email Mrs D Whitehurst, the Headteacher's PA, for an application form.**

**Email: [vacancies@biddulphhigh.co.uk](mailto:vacancies@biddulphhigh.co.uk)**

A supporting letter outlining your suitability for the role must be submitted along with your completed application form by the **closing date of 26<sup>th</sup> July 2019**.

Biddulph High School is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.

This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974. Further details regarding this check are available from the school or by visiting [www.dbs.gov.uk](http://www.dbs.gov.uk)

We are committed to equality and welcome applications from all sections of the community.

### **Biddulph High School**

Conway Road, Knypersley, Stoke-on-Trent, Staffordshire, ST8 7AR Tel: 01782 523977

**Headteacher: Mr S P Ascroft BSc (Hons) MA NPQH**

**"Working together to achieve our personal best"**