



HEADTEACHER: MR RULE
DENTON COMMUNITY COLLEGE
TAYLOR LANE
DENTON
M34 3NG

ADMINISTRATION APPRENTICE

REQUIRED - JANUARY 2022

SALARY – TERM TIME ONLY

CATEGORY	TMBC ANNUAL SALARY
23 AND OVER	£14,264.92
21-22	£13,384.86
18-20	£10,502.74
<18	£7,396.56

We require a highly motivated and enthusiastic apprentice to support our whole school administrative function. The apprenticeship will provide you with an opportunity to qualify at [Level 3 in Business Administration](#). This qualification will allow you to develop the skills necessary to contribute to the administrative systems we have in place to operate an efficient learning environment as well as a professional working environment.

The successful candidate should have good communication skills and the ability to relate to students, teachers, parents and other professionals. You will work as part of a team and will receive supportive training alongside the apprenticeship training and have access to the College's many employee benefits.

The ideal candidate will:

- Have a willingness to learn and develop new skills;
- Have good organisational and communication skills;
- Be enthusiastic and passionate about helping young people;
- Have the desire to make a difference to how we can better support of all of our students.

In return, we offer:

- A professional, supportive and dynamic team;
- A personalised approach to your continuing professional development;
- A supportive and inclusive staff environment;
- State of the art buildings and facilities.

College Values: The post holder will subscribe to and model the ideal that as stakeholders of Denton Community College we strive to ensure that all our work is characterised by the core values of COURTESY, EMPATHY, INCLUSION, INTEGRITY, RESPECT, & RESPONSIBILITY.

Denton Community College is committed to safeguarding and promoting the welfare of children and young people and expects all our staff to share this commitment. Any job offer made to the successful candidate will be conditional upon the completion of satisfactory pre-appointment checks, including an enhanced DBS check and a barred list check for roles involving regulated activity.

If you have any questions or would like to visit the school, please contact Steve Nixon on 0161 336 2219 or email s.nixon@dentoncommunitycollege.org.uk.

Further information and an Applicant Information Pack can be found in the Staff Vacancies area of our website www.dentoncommunitycollege.org.uk

Please return the application form directly to College using the recruitment email address, recruitment@dentoncommunitycollege.org.uk ensuring you complete the section on how you meet the Selection Criteria using no more than 1500 words.

Closing date: 09:00am on Friday 10th December 2021