

| Step 1 of 4 Vacancy Details | |
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| Vacancy Title* | Business Administration Apprentice Learning Resource Centre (LRC) |
| Vacancy Reference Number | |
| Employer Name | Marden High School |
| Vacancy Short Description* | Under the direction of the Business Manager will assist with the efficient running of the Learning Resource Centre (LRC) and the management of its resources. |
| Vacancy Full Description* | <p>Marden High is a thriving 11 – 16 school that represents everything that is exciting about comprehensive education.</p> <p>We are looking to appoint a dynamic and enthusiastic apprentice to work in our LRC alongside our existing team to ensure that staff and students continue to benefit from this high-quality facility at the heart of the school. The duties will be varied but will include assisting with the management of the centre and its resources including texts, IT and audio-visual equipment and also assisting with room bookings.</p> <p>The post will be based in the LRC however the apprentice will have the opportunity to work in other departments such as the general office or the Media studio as and when the need arises.</p> <p>Marden is a fast-moving dynamic environment where the priorities for educational support can change on a daily basis so the apprentice will experience business administration in various settings across different departments.</p> <p>The postholder will also have the opportunity to train for a first aid qualification.</p> <p>Duties will include but are not limited to:</p> <ul style="list-style-type: none"> • Undertaking LRC reception duties, face to face enquiries from staff and students and dealing with telephone enquiries. • Maintaining computerised records and updating management information systems. • Undertaking routine administration of the centre. • Assisting with resource bookings including accommodation, IT equipment, texts and other resources. • Routine financial administration under the direction of the Business Manager / Finance Officer. • Use IT office equipment. |

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| | <ul style="list-style-type: none"> Ensuring resources are displayed well or stored efficiently. <p>Responsibilities</p> <ul style="list-style-type: none"> Be aware of and comply with school policies relating to child protection, health and safety, security, confidentiality and data protection reporting all concerns to an appropriate person. Contribute to the overall ethos / work / aims of the school. Appreciate and support other school professionals. Attend and participate in relevant meetings Participate in other learning activities and performance development as required. |
| Weekly Wage £* | £157.10 |
| Working Week* | 37 hours to include any training the apprentice is required to attend as part of the apprenticeship |
| Future Prospects | Realistic employment opportunities on completion of apprenticeship |
| Contact Name (For Support Use) | Peter Hedworth (Business Manager) |

**Step 2 of 4
Employer and Learning Provider Details**

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| Employer Name | Marden High School |
| Employer Description* | <p>Marden High is a thriving 11 – 16 school that represents everything that is exciting about comprehensive education.</p> <p>We have an enviable record of examination success, and our former pupils are to be found in many diverse and successful roles, most having moved through further and higher education. Students regularly achieve excellent academic results, well above the national average, but the staff and governors at Marden believe we can always improve further.</p> <p>Marden High is a warm and hardworking community aspiring to excellence in all we do. We want our children to leave school having achieved their full academic potential.</p> <p>Whatever the criteria – academic, social and personal, or sporting, this is an exceptional school.</p> |
| Employer Website | www.mardenhigh.net |
| Location Type | |

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| Address | Hartington Road, Cullercoats, North Shields, NE30 3RZ |
| Number of Vacancies* | One |
| Learning Provider | This information is automatically generated from the system. The Learning Provider description appears in the `live` vacancy and is pulled through from the Learning Provider profile. |
| Occupation Type (Sector)* | Education |
| Job Role (Framework)* | Business Administration |
| Vacancy Type | Business Administration Level 3 Framework |
| Training to be Provided | Business Administration |
| Expected Apprenticeship Duration | 18 – 20 Months |

Step 3 of 4 Candidate Details

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| Skills required | <ul style="list-style-type: none"> • Good understanding and ability to use relevant technology • Ability to relate well with both staff and students • To work constructively as part of a team in different settings • Good keyboard / IT skills • Good organisational skills • Good timekeeping |
| Personal Qualities | <ul style="list-style-type: none"> • A 'can do' attitude and willingness to work with others to find solutions to problems • Strong interpersonal communication and listening skills including a good telephone manner. • Responsible attitude, reliable. • Strong work ethic and hands on approach • Enthusiastic with a sense of fun • Creative, lots of ideas • Self-motivated • Team player |

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| Qualifications Required | 5 GCSE's including Maths and English at grade 4/C or above. |
| Reality Check | Enhanced DBS check will be required |
| Supplementary Application Form Questions (2) | <ul style="list-style-type: none"> • What do you find appealing about this vacancy? • What skills can you bring to this role? |
| Closing Date | 27 th August 2021 |
| Interview Start Date | TBC |
| Possible Start Date | 6 TH September 2021 |
| How do you want the Candidate to Apply? | <p>Application with covering letter to:</p> <p>Mr M Snape, Headteacher Marden High School Hartington Road Cullercoats Norrh Shields NE30 3RZ</p> <p>Or by email to: m.snape@mardenhigh.net</p> |