



**Executive Principal: Mr Kevin Reynolds, MA**

New College Durham Academies Trust currently comprises of two large Academies: Consett Academy and North Durham Academy, located some six miles apart in North West Durham. Both Academies are located in multi million pound new builds, offering unrivalled state of the art facilities for our students and communities in Consett and Stanley.

**The Trust is seeking to appoint two suitably qualified and motivated Apprentices to work as part of our respective Administration teams at each Academy. This is an exciting time to join our Trust, in these newly established roles.**

**Administration Apprentice x 2 (1 based at Consett Academy and 1 based at North Durham Academy)**  
**Salary: £136.90 per week, rising to National Minimum Wage in the second year**

Reporting directly to the Senior Admin Officer, you will develop skills to provide an efficient and effective administration service to the academy, whilst studying towards a Level 2 Business Administration qualification. Applicants should therefore have a keen interest in working within the Education Sector.

If successful, you will gain experience across a wide range of functions, including marketing, reprographics, administration and finance tasks. To do this, you should have excellent ICT skills, with an interest and ability to learn. Effective interpersonal skills are also essential, with a proven ability to work well within a team environment or be self-motivated to work on your own initiative.

Ideally, applicants should either hold or expect to achieve 3 A Levels or equivalent A\*-C, alongside an essential requirement of 5 GCSEs – grades A\*-C/9-4, including Maths and English or Level 2 in literacy and numeracy (or equivalent).

Candidates will be expected to support the implementation of the Trust's vision and values and ensure policies and procedures are promoted and adhered to.

Subject to satisfactory performance, the successful candidate will have the opportunity to progress to Level 3 Business and Administration, with a distinct possibility of full time employment thereafter. Applicants must therefore be committed to continuous professional development.

To download an application pack, including job description, person specification and application form, please visit either of our websites:

[www.northdurhamacademy.co.uk/vacancies](http://www.northdurhamacademy.co.uk/vacancies) or [www.consett-academy.org.uk/vacancies](http://www.consett-academy.org.uk/vacancies)

Please **do not** attach copies of CV's/qualification certificates. Only the information detailed on the application form will be used as part of the short-listing process. Applications from recruitment agencies will not be accepted.

**Email completed applications to [HR@ncdat.org.uk](mailto:HR@ncdat.org.uk) by Midday Thursday 16<sup>th</sup> August 2018. Please note: we anticipate interviews taking place week commencing 27<sup>th</sup> August 2018.**

Applicants should assume they have been unsuccessful if we have not contacted them within 28 days of the post-closing.



*New College Durham Academies Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. As such, an enhanced Disclosure and Barring Service (DBS) disclosure will be sought along with other relevant employment checks deemed appropriate.*



**New College Durham**