



Apprenticeship - Business Administration

Laidlaw Schools Trust
St Nicholas Building
St Nicholas Street
Newcastle upon Tyne
NE1 1RF

£5 per hour
Fixed term contract for 12-18 months
37 Hours per week - All year round

Applications are welcomed from those who have an interest in a Business Administration apprenticeship post, with effect from September 2021 or sooner.

As part of a formal apprenticeship programme an hourly training allowance of £5 per hour will be paid. The applicant must be enthusiastic and committed to undertake training and development activities to complete the Apprenticeship programme successfully.

A successful outcome to the Apprenticeship programme will include an NVQ Level 2 qualification.

The contract will be of a fixed term nature and will last for 12-18 months. The successful applicant will be based at Laidlaw Schools Trust central office working mainly with the HR team and will support the work of all our Academies across the Trust.

Apprentices will have the opportunity to gain appropriate experience and will work with a range of Academy staff. Apprentices will be mentored by the HR Team and by an external training provider in order to achieve a constructive and positive traineeship experience.

The Trust is committed to safeguarding children, and therefore pre-employment checks will be carried out on the successful candidate including a DBS check. Applicants must not be in full time education at the date of commencement of the apprenticeship.

If you wish to have an informal discussion about this post, please contact: hradmin@laidlaw-schools-trust.com

Closing Date: 12 noon on Wednesday 4th August 2021

Candidates who have not been contacted by 6th August 2021 may assume they have been unsuccessful.

Interviews will take place: Week commencing 9th August 2021

Applications should be returned to: hradmin@laidlaw-schools-trust.com

Please note that we don't accept CVs.

We are an equal opportunities employer strongly committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to obtain an Enhanced Certificate of Disclosure from the DBS and a range of other recruitment checks. The successful candidate will be able to demonstrate their commitment to children's safeguarding.