



Perry Beeches
The Academy Trust

Vacancies

Perry Beeches III- The Free School
(City Academy Birmingham)

Apprenticeship
Office Administration x2



ARE YOU AGED 16 – 24 AND LOOKING FOR A REWARDING CAREER?

Contract:	Full-time, Fixed Term 1 Year
Reporting to:	The Office Manager
Closing Date:	Thursday 9 th November 2017
Interview Date:	Week Commencing 13 th November 2017
Start Date:	As soon as possible
Salary:	£3.50 – National minimum wage for apprentices
Location:	Perry Beeches III- The Free School (City Academy Birmingham)

About Perry Beeches The Academy Trust

We are looking to appoint 2 Office Administration Apprentices at Perry Beeches III- The Free School (City Academy Birmingham). You will be joining the Academy Trust Team whose aim is to create the most successful 'family of schools' in the country.

Perry Beeches The Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS (Disclosure and Barring Services) Check is required for all successful applicants.

What can you expect?

Working as an Office Administrator you will provide support to pupils, teachers and other non-teaching staff with administrative responsibilities. This will include creating documents using Microsoft Office, filing and sending documents by email and post. You will need excellent communication skills and great attention to detail to ensure your work is accurate.

Throughout your apprenticeship, you will be supported by your line manager, other apprentices and the team in which you will be working in. At the end of your apprenticeship you will achieve the nationally recognised Business Administration qualification. Based at one of our schools, you will be gaining valuable work experience that will provide you with the best chance possible of being offered a full-time Teaching Assistant position. There will also be opportunities to gain experience of working in another school to ensure you have a wide and varied experience.

The role will involve;

- Filing documents, transporting paperwork and resources (including post) within the school premises.
- Answering the telephone professionally and politely.
- Liaising with members of the public, pupils and staff regarding school-related enquiries.
- Contributing to the overall ethos, work and aims of the school.
- Appreciating and supporting the work of other professionals.
- Attending and participating in relevant meetings.
- Participating in training and other learning activities and performance development.
- Complying with all necessary policies and procedures relating to child protection, equality and diversity, health and security, confidentiality and data protection, reporting all concerns to an appropriate person.

It is vital that everyone within the organisation plays their part in Team PB. The ability to be flexible and versatile will be fundamental within this role.

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What we're looking for

Perry Beeches is committed to the professional development of all our staff. We're looking for enthusiastic and committed individuals. You must be able to communicate well both written and orally, be able to build strong, lasting relationships with a wide variety of people including students, teachers and support staff. We're looking for those able to work well within a team, who are flexible, punctual and reliable.

How to apply

The Perry Beeches The Academy Trust application form can be downloaded from our website www.perrybeechesacademytrust.co.uk/vacancies/.

Please submit your application form, a covering letter and any supporting documents, to vacancies@pb-theacademy.co.uk or post to;

Human Resources Department
Perry Beeches IV The Free School (Jewellery Quarter Academy)
Saint Georges Court
1 Albion Street
Birmingham
B1 3AA

Only those applicants submitting a Perry Beeches The Academy Trust Application Form will be considered.

Please note that Birmingham City Council application forms will not be accepted.

