Apprentice Business Administrator

Level 3 Business Administrator Apprenticeship

Salary: National Apprenticeship Wage (or higher, depending on experience)
Contract: Fixed Term Apprenticeship (18 months) with the possibility of a permanent role on successful completion
Hours: Full Time, Term Time plus INSET days (with additional apprenticeship training time)
Location: Penwortham Broad Oak Primary School
Start Date: As soon as possible

Join Our Friendly and Ambitious School Team

Are you organised, enthusiastic and keen to begin a rewarding career in school business management and administration?

We are seeking a motivated and professional **Apprentice Business Administrator** to join our welcoming primary school. This is an exciting opportunity to gain a nationally recognised **Level 3 Business Administrator Apprenticeship** whilst developing valuable skills and experience within a busy school environment.

Working closely with the Headteacher and school leaders, you will play an important role in supporting the day-to-day administration and business functions of the school. No two days will be the same and you will gain experience across finance, HR, communications, facilities, compliance and school operations.

This role is ideal for someone who is eager to learn, enjoys working with people and is looking to build a successful career within the education sector.

The Role

As an Apprentice Business Manager, you will:

- Support the smooth operation of the school office.
- Act as a professional first point of contact for parents, visitors and external agencies.
- Assist with school finance processes including purchase orders, invoices and budget records.
- Maintain accurate pupil, staff and administrative records.
- Support attendance monitoring and reporting.
- Help organise meetings, events, visits and training activities.
- Assist with communication to parents through newsletters, emails, social media and the school website.
- Support compliance with safeguarding, GDPR, health and safety and other statutory requirements.

- Contribute to projects that improve school systems and administrative processes.
- Develop strong business administration skills through work-based learning and apprenticeship training.

What We Are Looking For

We are looking for someone who:

- Has excellent communication and interpersonal skills.
- Demonstrates professionalism, integrity and confidentiality.
- Is well organised and able to manage their time effectively.
- Has good IT skills and is confident using Microsoft Office applications.
- Has strong attention to detail.
- Is proactive, positive and willing to learn new skills.
- Can work independently as well as part of a team.
- Is committed to providing a high-quality service to pupils, staff and families.

Essential Requirements

- GCSE Grade 4/C or above (or equivalent) in English and Mathematics.
- Good literacy, numeracy and IT skills.
- Commitment to completing a Level 3 Business Administrator Apprenticeship.
- Ability to maintain confidentiality and handle sensitive information appropriately.

What We Can Offer

- A supportive and experienced team committed to your development.
- A structured Level 3 Business Administrator Apprenticeship programme.
- Opportunities to gain experience across all aspects of school business management.
- A friendly and inclusive school community.
- Ongoing professional development and training.
- Potential opportunities for career progression within school administration and business management.

Safeguarding

Penwortham Broad Oak Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check, satisfactory references and all safer recruitment procedures.

How to Apply

For a tour of the school and more information about the role, please contact:

Michelle Boyle – Office Manager

Email: office@broadoak.lancs.sch.uk
Telephone: 01772 749511

Closing Date: Friday 23rd October 2026 at 12.00 noon
Interview Date: Monday 2nd November 2026

Start Your Career in School Business Leadership

This apprenticeship provides an excellent foundation for future roles such as School Administrator, Office Manager, Senior Administrator, School Business Assistant and School Business Manager. If you are enthusiastic, ambitious and ready to make a difference in a primary school community, we would love to hear from you.