

## Apprentice Administrative Assistant

Sedgefield Community College  
Hawthorn Road  
Sedgefield  
County Durham  
TS21 3DD

Apprentice rate of pay £4.30 per hour  
37 hours per week  
Term time only

Fixed term for the duration of the apprenticeship course (18 months)

The Trustees are seeking to appoint an apprentice administrative assistant for Sedgefield Community College to start in September 2021. This role could be the ideal next step in your career.

Sedgefield Community College has a fantastic opportunity for an organised and reliable Apprentice Administrator to join their friendly team as soon as possible. Our successful candidate will be pivotal to the smooth running of the school office - you'll be the first point of contact for many members of the school and external stakeholders, with the ability to turn your hand to any admin-related task that is required. Our appointed candidate will have a positive work ethic and can-do attitude, and be able to work in a busy office environment.

Our successful candidate will work towards a nationally-recognised Level 3 Business Administration qualification, delivered by Bishop Auckland College.

At Sedgefield Community College we seek to raise aspirations, empower pupils, developing their capacity to make informed choices and lead a happy, healthy life.

We embrace diversity, recognise individual needs and encourage all pupils to achieve their best.

We are looking for someone with drive, passion and a desire for nothing but the best for our pupils.

The successful candidate will join a successful MAT where all Academies support each other to the benefit of our pupils and their families. Our Academies also enjoy strong support from an experienced LST central team, based in Newcastle upon Tyne.

Further details and an application pack can be downloaded from the Careers section on the Laidlaw Schools Trust website <https://careers.laidlaw-schools-trust.co.uk/vacancies/>

**Closing Date:** 12 noon Friday 2<sup>nd</sup> July 2021

Candidates who have not been contacted by Friday 9<sup>th</sup> July 2021 may assume they have been unsuccessful.

**Interviews will take place:** week commencing Monday 12<sup>th</sup> July 2021

**Applications should be returned to:** [personnel@sedgefield.cc](mailto:personnel@sedgefield.cc)

Candidates will be screened by a member of Sedgefield Community College Recruitment Team if they meet the initial criteria as part of the recruitment process.

**Please note that CVs will not be accepted.**

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.