

Business Administration Apprentice

School:	CLF Post 16	Posted:	3rd June 2025
Location:	Woodside Road, Bristol, Bristol BS15 8BD	Expires:	13th June 2025 11:59 PM
Contract Type :	Fixed term contract	Start Date:	As Soon As Possible
Contract Length:	Approx 16 months	Job ID:	1489753
Salary:	£13,113	Job Reference:	42869
Hours:	Full Time, Term Time		



Job Title: Business Administration Apprentice

Actual Annual Salary: £13,113 - Term Time only, (£7.55 per hour increasing to National Minimum Wage after 12 months)

Full Time Equivalent Salary: £14,567 (1st year apprentice).

Contract Type: Fixed-Term Apprenticeship, Term Time Only (plus INSET days), plus 2 weeks to be worked during holiday period.

Contract Length: Fixed until December 2026, or until apprentice completes qualification

Hours: Full-time, 37 hours per week, Monday to Friday

Additional role info: Working Pattern = Monday to Thursday 8am to 4pm & Friday 8am to 3.30pm, Candidates must be aged 18+ (due to the age of students in the Academy)

Your opportunity to gain a qualification in Business Administration:

We are looking for an Administrative Apprentice to join our supportive and talented team at Cabot Learning Federation Post 16. We are a diverse multi-academy trust, looking for professional and ambitious people, with a passion for transforming our students' learning.

You will be expected to undertake administrative tasks such as reception duties, dealing with incoming and outgoing mail and ordering stationery as well as some targeted admin support for specific areas such as admissions, parental communication, work experience and placements, social media and marketing etc.

- Form positive and professional relationships with students. Communicate effectively and act with empathy, compassion and respond sensitively to welfare and first aid related issues.
- Maintain effective working relationships with your line manager and team members to ensure an efficient administrative provision in the Academy.
- When in student reception has a specific responsibility for safeguarding the welfare of children and young people within the Academy. Monitor those entering and leaving the site ensuring they are authorised to do so. Inform all visitors of the Academy's safeguarding measures and ensure their presence is documented in accordance with safeguarding procedures.
- Communicate effectively and professionally with parents, students, the general public and external bodies in person, writing, electronically and by telephone.
- Undertake routine administrative tasks, including generating letters, preparing reports, attendance recording, data entry, mail merges, printing, photocopying and filing as required.
- Assist with the organisation and administration of key academy activities such as trips, transition activities, school photographs, visits by external professionals, free school meals, parent evenings, work experience etc.
- Accurately take information and/or queries and identify the relevant staff member to forward onto for resolution.
- Deal with a wide range of enquiries and prioritise and direct people in a friendly and professional manner.
- Responsible for checking deadlines for own work and re-prioritising workload accordingly

Desired skills & Personal qualities:

- Demonstrating strong communication skills
- Adopting a proactive approach to developing skill
- Ability to manage priorities independently
- Problem solving skill
- Decision-making and the potential for people management responsibilities through mentoring or coaching others.

About CLF Post 16:

Post 16 is an academy situated in South Gloucestershire, hosted at John Cabot Academy, and serves the students of Bristol across two local authorities.

We are a centre of education for ages 16-19 offering a range of level 1, 2 and 3 vocational courses and a full breadth of A Level qualifications.

We are an Academy that values the diversity of our rich community and expects the highest of standards for our students and staff body. The unwavering ambition we hold is for students to flourish during their time of study with us, access an exciting and enriched experience, develop a resilience to learning and achieve their full potential.

Rated “Outstanding” by Ofsted in the recent inspection, describing the provision as inclusive and aspirational. High quality teaching with a comprehensive careers programme support students to thrive at CLF Post 16; the provision’s ethos of “Care, Believe, Achieve” is fully realised. Students, including those who have previously had negative educational experiences, thrive with CLF Post 16, this is the result of thoughtful academic and pastoral support along with effective and strong safeguarding systems.

Why work at CLF?

We are a diverse and inclusive community of 35 academies across five cluster regions in the South West that is committed to excellence and making a positive impact. Our people bring unique perspectives, but we’re all driven by a shared moral purpose and a passion for making a positive impact, whether in a teaching, leadership or support role. We’re proud to foster a culture where everyone can thrive, feel valued, and make a meaningful difference to the lives of others.

We are an equal opportunity employer and proud to serve a diverse student population and our communities. We strongly believe that representation matters and so encourage applications from underrepresented and global majority groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

We aim to remove any barriers to employment, ensuring everyone can compete on equal terms. Job share, part-time and flexible working opportunities will be considered.

What we can offer you:

- Access to a generous pension through the Local Government Pension Scheme (LGPS).
- Generous annual leave.
- A comprehensive induction and ongoing commitment to wellbeing and career progression, through a range of training, apprenticeships and in-role/wider-trust development opportunities.
- Well-being support through an Employee Assistance Programme.
- Health benefits, including wellness sessions, gym discounts, and flu jabs.
- A range of generous family leave options, including above industry average occupational maternity pay.
- Additional benefits like cycle to work scheme, on-site parking plus many more!

Recruitment timeline:

- Closing Date: 13th June 2025
- Interviews: To be confirmed

We welcome visits from potential candidates. If you would like to arrange a school visit prior to the closing date, please contact the academy/site directly to arrange a suitable appointment.

As part of our commitment to Keeping Children Safe in Education (KCSIE), we do not accept CVs – a full education and employment history must be provided through our application form.

Skilled Worker visas cannot be sponsored through this role, as it does not meet the requirements set out by government.

We reserve the right to close this vacancy early, should we receive a high level of interest in the role. Therefore, candidates are advised to apply at their earliest convenience to avoid missing out.

Safeguarding Statement:

CLF Post 16 is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to understand and share this commitment. We have a shared commitment to develop a culture of respect, where discrimination is not tolerated. We welcome all applications, including those from under-represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.