

The Trustees are looking to recruit to the post of
BUSINESS ADMINISTRATION APPRENTICE

£8,774 per annum Full time / Full year

Commencing as soon as possible

New Bridge Multi Academy Trust (MAT) presently comprises New Bridge School, New Bridge Learning Centre, Spring Brook Academy, Hollinwood Academy and Hawthorns School. We support the learning, social and pastoral needs of over 700 young people aged between 4 and 19 years. In addition, we also offer a 19-25 years provision, New Bridge Horizons and a cafeteria concession, The Atrium, based in Oldham town centre. We also have supported student placements at the Royal Oldham Hospital and Manchester Metropolitan University. All these components form the New Bridge Group.

We are looking to recruit a committed, energetic and highly motivated Business Administration Apprentice who will relish the opportunity to develop their own practice within one of the UK's most diverse educational organisations. Previous experience in an administration role would be an advantage, however we will provide training for the right candidate. Previous experience in a school, caring or similar environment would also be an advantage but is not essential.

The successful candidate will be employed on a 12 or 18 month contract and will be required to complete a Business Administration Diploma during that time. Whilst we are unable to guarantee a permanent contract at the end of the apprenticeship, we expect opportunities for permanent employment to become available.

Please note there is no age limit to access an apprenticeship. The apprenticeship pay rate applies for the first twelve months and then apprentices move on to their applicable statutory age rate.

New Bridge MAT is committed to safeguarding and promoting the welfare of children and applicants must have a commitment to safeguarding young people. This post is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service and references will be sought prior to interview.

Salary: New Bridge Apprenticeship Rate £8,774 (£4.59 per hour) per annum

Hours of work: 36 hours 40 minutes per week / full year

Based: At any site of the New Bridge MAT

Commencing: As soon as possible

Closing Date: Friday 11th May 2018 at 8am

Further information & site visit: Wendy Warren – 0161 883 2401 / wwarren@newbridgegroup.org

Completed application forms: hr@newbridgegroup.org