

Sheldon School

Chippenham



Business Administration Apprentice Required as soon as possible

We are seeking to appoint a Business Administration Apprentice who will be responsible for supporting our operational business functions with a focus on human resources. The successful applicant will gain a Level 3 Business Administration apprenticeship standard, which will usually take between 12-18 months to complete. Training is provided in the workplace and will be supported by a Wiltshire College Assessor.

The post will be for 32.5 hours per week, 8am-3pm, Monday – Friday, term time only, plus 5 days to be agreed by mutual agreement (40 working weeks but 46.00 paid weeks per year). The rate of pay will be £8 per hour which equates to an actual salary of £11,960.

Further details can be obtained on the school website at www.sheldonschool.co.uk, or by contacting Kirsa Edwards, HR Advisor on 01249 766020 or emailing hr@sheldonschool.co.uk

Closing date for completed applications will be **noon on 5th June 2023**.

Interviews will take place in June, date to be confirmed.

Sheldon School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post requires a satisfactory enhanced DBS disclosure.

Please note CVs are not accepted

