



**Longbenton
High School**

Business Administrator Apprenticeship Level 3

Salary £24,551.02

37 hours per week, full time, 21 months

Start date 1st September 2026

We are seeking to appoint a proactive, personable and highly organised **Level 3 Business Administrator Apprenticeship** to join our team and play an important role in the running of our school.

This apprenticeship offers an opportunity to gain hands-on experience across three core areas of school operations while working towards your **Level 3 Business Administrator Qualification**.

Key Responsibilities include:

- **Core Administration:** Acting as the first point of contact for visitors and parents, managing telephone and email enquiries, and maintaining pupil and staff data on the school's Management Information System (MIS).
- **Marketing & Communications:** Updating the school website, drafting digital media content, and co-ordinate communication with parents.
- **Facilities & Estates Management:** Maintenance tracking, coordinating with external contractors (including PFI partners like Galliford Try), and helping maintain Health & Safety compliance logs.

Personal Attributes:

To be successful in this role, the ideal candidate will demonstrate:

- **Excellent Communication Skills:** A warm, professional, and welcoming manner when dealing with parents, visitors, and students, both face-to-face and over the phone.
- **A Willingness to Learn:** A positive, "can-do" attitude with a genuine desire to develop new skills and progress through the Level 3 qualification.
- **Strong Attention to Detail:** The ability to handle data accurately and maintain confidentiality when working with sensitive school records.
- **Adaptability and Initiative:** Comfort moving between different types of tasks and a proactive approach to problem-solving.

Longbenton High School is a highly successful 11–18 school with a vibrant Sixth Form, housed in an exceptional modern, purpose-built building. We are proud to be a school where opportunity is championed and background is never a barrier to success. The school is heavily oversubscribed. We are a fully inclusive school, proud of our traditional values: kindness, integrity, determination, manners, ambition, positivity.

Longbenton High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check. We are an equal opportunities employer and welcome applications from all suitably qualified candidates, regardless of protected characteristics.

To apply, please complete the **online Apprentice Business Administrator** <https://forms.gle/EUXgBneb1a8VmYGs9> by noon on **Tuesday 23rd June 2026**. Interviews will take place **week commencing 29th June**. We do not accept CVs.

For further information or to arrange an informal visit, please contact Anna Peach via recruitment@longbenton.org.uk