

The Role

Title:	Business & Administration Apprentice
Hours:	37 hours per week, term time only
Annual Salary:	£13,231 - £21,021 (FTE = £15,392 - £24,454)
Start Date:	February 2026
Closing Date:	2nd February 2026
Interview Date:	5th February 2026

An exciting opportunity has arisen for a highly motivated and efficient Business Administration Apprentice to join our busy school office.

USH is a heavily oversubscribed community school with just over 1050 students and 140 staff. We are incredibly proud of our family ethos and our success in delivering values-led education. We are known for our excellent career progression routes and we attract professionals who are willing to contribute to our sustained success. USH is a Leading-Edge School, consistently ranked high in Hampshire schools for overall achievement. The school was delighted to be awarded SSAT accreditation for Transforming in Principled Curriculum Design in 2023.

About the Role

Your main duties will include:

- Undertaking a variety of administrative and clerical procedures to ensure the efficient operation of the school.
- Acting as one of the main points of contact on reception, providing a welcoming and professional service to visitors, parents and staff.
- Providing first aid support (training will be provided).
- Creating and distributing letters and other communications.
- Bulk photocopying and preparing resources for lessons and events.
- Setting up and maintaining attractive displays around the school.
- Supporting with exam invigilation when required.
- Assisting with social media content and updates to help promote school activities and achievements.
- Carrying out any other administrative tasks as directed to support the wider school team.

About you: we are looking for someone who:

- Is a confident communicator who can efficiently and accurately carry out a range of admin-based tasks.
- Is capable of managing a busy reception desk, including telephone calls, emails and visitors.
- Someone who will enjoy a fast paced and varied workload.
- Holds a valid First Aid at Work qualification (or willing to undergo training) and can calmly and confidently administer first aid.
- Displays energy and enthusiasm and has a "can do" approach to their work.
- Has excellent interpersonal skills and is able to communicate effectively with students, staff and parents.

What we can offer you;



CPD 01

Excellent CPD opportunities to support you through all stages of your career.




06

Vivup provides benefits and discounts for cinema trips, leisure activities, days out, travel bookings, high street vouchers and more.



INDUCTION 

An individual induction programme for all new staff to support your transition to USH.

02



EYE TESTS 

Free eye tests up to the value of £25 for users of VDU equipment and contribution up to the value of £60 towards the purchase of glasses.

07



NETWORK

We have strong network groups for all staff across the city and Hampshire to support all roles.

03




WELLBEING

Free confidential telephone and face to face counselling for staff and family members. Access to the Trust Health and Wellbeing pages.

08



FLU JABS 

FREE Flu vaccinations for all staff on site.

04



FLEXIBLE TIME 

All teachers are able to manage their PPA time flexibly and work off-site if they choose.

09



APPOINTMENTS

Flexible and generous approach to appointments and family events.

05




WELLBEING GROUP

A dedicated staff group looking at workload and wellbeing, meets regularly to review workload and develop the USH Wellbeing Charter.

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APPLICATION PROCEDURE

We positively encourage prospective candidates to enquire about our school prior to applying. Please contact our recruitment team via email: recruitment@ushschool.org

Full details and application forms can be downloaded from our website: http://uppershirleyhigh.org/staff_vacancies. Please return your completed applications to recruitment@ushschool.org.

To give your application the best chance at being short-listed, where at interview you can demonstrate suitability for the role, please ensure you read the person specification and job description and give examples in your application. Should you be new to the education sector or do not have direct examples related to the person specification, do please provide examples from a similar experience.

Please submit your application as soon as possible as we may invite candidates to interview before the closing date.

SAFEGUARDING

All schools within the Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

THE JEFFERYS EDUCATION PARTNERSHIP

The Jefferys Education Partnership is part of an umbrella Trust called the Hamwic Education Trust. At the Hamwic Education Trust we offer unique opportunities for those individuals that excel in education.

We aim to deliver an outstanding education to our pupils and to do so we must employ **outstanding** people.

We offer a training pathway for all employees including teachers, support staff and our middle and senior leaders.

Our staff have opportunities to work on cross phase projects and to work in other schools within the Trust in order to gain invaluable experience and enhance their skills.

Job Description

Title: **Business Administration Apprentice**
Hours: **37 hours per week, term time only**
Responsible to: **Office Manager**

PURPOSE OF THE JOB

To undertake a variety of administrative and clerical procedures to support the efficient running of the school.

KEY ACCOUNTABILITIES

- To complete reception duties and provide a professional and positive welcome to all visitors, students and staff
- To answer the telephone and deal with routine enquiries
- Designing and maintaining visually engaging displays throughout the school to create an inspiring environment.
- Providing support with examination processes, including invigilation duties as required.
- Assisting in the creation and management of social media content to effectively showcase school activities and achievements.
- To assist the HR Officer and Office Manager in the recruitment process by coordinating and scheduling interviews, providing support to candidates throughout their recruitment day and ensuring all necessary HR documents are collected and followed up on in a timely manner.
- To support the HR Officer in various administrative tasks including the processing of new starters and leavers, managing sensitive and confidential information, filing, scanning and archiving documents to ensure that all records are organised and easily accessible for future references.
- To undertake typing/word-processing of simple documents and to collate and distribute them as appropriate.
- To undertake basic clerical duties, under the guidance of the Office Manager and other admin staff, including record keeping, photocopying, filing and dealing with incoming and outgoing mail
- To collect money and record payments for school meals, trips and events
- To stock take, tidy and maintain office equipment
- To provide clerical support to the teaching staff, including bulk photocopying and basic preparation of materials.
- To provide welfare support to the pupils of the school, undertaking first-aid duties.
- To carry out any other administrative, or clerical work, within the responsibility level of the post, as directed by the Office Manager or Business Manager.

SUPPORTING THE SCHOOL

- At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:
- Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.
- Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop.
- Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.
- Be aware of health and safety issues and act in accordance with the school's Health and Safety Policy.

OTHER DUTIES

- The postholder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.
- The postholder must:
- Ensure that trust policies and procedures are implemented and followed;
- Work as appropriate with the Trust Central Services team in matters relating to finance, HR, IT and Health and Safety

Person Specification

Title:	Business Administration Apprentice
Hours:	37 hours per week, term time only
Responsible to:	Office Manager

Skills/ ability/ experience	To do what?	How well? Now or with training?	How important at the time of appointment?
Knowledge & Understanding:			
A broad understanding of basic business administration and practical experience of clerical processes.	To effectively undertake a range of administrative tasks	Desirable, not essential as training will be given.	4
English and Maths to GCSE Grade C or equivalent	To demonstrate a good level of numeracy and literacy	Desirable	3
Mental Skills:			
Limited			
Interpersonal & Communication Skills:			
Ability to communicate effectively to a range of audiences, through good written and excellent oral communication skills	To receive visitors, answer the telephone and to develop and maintain effective working relationships	Now, with guidance	4
Ability to work well as a member of a team	To support colleagues and maintain effective working relationships	Now	5
Physical Skills:			
Word processing ability (to RSA level 2 or equivalent ability level)	To produce documentation and correspondence and to operate a variety of computer systems	Now – training given in specific school systems and processes	4
Initiative & Independence:			
Limited			
Mental Demands:			
Ability to concentrate on detailed work for short/medium periods of time	To analyse data, produce statistical information etc	Now	4
Financial Responsibility			
Experience of cash handling	To ensure that payments are processed and recorded accurately and that agreed systems and procedures are adhered to	Desirable	3
Responsibility For Physical Resources:			
Limited			