

Apprentice School Administrator/Receptionist

Contract: Permanent

Hours/working pattern: Full time, term time only + 5 days.

Location: Scarborough UTC

Salary Grade: Apprentice (See application pack for more information).

Start Date: September 2022

Scarborough University Technical College

Scarborough UTC is a growing University Technical College (year 9 to year 13) based in a new building, with fantastic technical facilities in the centre of Scarborough. As a University Technical College we offer a high quality academic and technical education for our students through the specialisms of engineering, health and cyber security. Our unique approach provides students with an excellent range of opportunities including Combined Cadet Force (CCF Navy), strong links to our industrial partners, project-based learning and our flagship Career Development Programme for our Sixth Form students.

Our work with employers and universities ensure we are able to deliver an innovative blend of technical, practical and academic learning which ensures our students make good progress and go on to outstanding destinations.

Our staff are our greatest resource and we have invested in both our teaching and support staff teams which has ensured that educational standards have improved significantly. We have built a staff team of key support and teaching practitioners who are proud to work at our University Technical College.

Our Opportunity

We want to boost your career journey. We are looking for an Apprentice School Administrator/Receptionist. This role is an ideal introduction into administrative roles as well as being helpful for building your social and problem solving skills when working at the reception.

You will be working within the busy environment of the school office, contributing to the administration for the school, providing an administrative, reprographics, cash handling and reception service, where excellent organisational skills are essential to cope with the demands of having to deal with a variety of tasks.

The successful candidate will need to demonstrate that they are motivated and have good communication and customer care skills.

Enhanced DBS clearance required.

Requirement to work towards and complete the Business Administration L3 Apprenticeship.

Our Trust

Coast and Vale Learning Trust is a growing family of schools located on the beautiful Yorkshire Coast. The Trust was founded by Scalby Secondary School but has grown over the last few years to include Newby and Scalby Primary School, Friarage Primary School and Scarborough University Technical College (SUTC) in Scarborough, Lady Lumley's Secondary School in Pickering and Filey Secondary School. Our ambition is to continue to welcome new schools into our Trust where we can add capacity, resources, improvement and make sure all our young people have access to the very best education.

The aim of the trust is to serve all the education community along the North Yorkshire Coast and down the Vale of Pickering. We are committed to supporting all schools in becoming great schools, whether they are part of Coast and Vale Learning Trust or not. The learners of our community deserve the best education regardless of their background or location.

Choosing where to work and who to work for is one of the vitally important decisions in life. In choosing to work for Coast and Vale Learning Trust you would be joining a team of colleagues dedicated to transforming the lives of 3000 children and young people.

We have a simple vision in wanting our schools to be places 'where children and staff thrive'. Coast and Vale Learning Trust will work tirelessly to make this a reality.

Working for Us

As well as being committed to your ongoing development and training we also offer a range of employee benefits including a competitive salary, access to a government pension scheme, an employee assistance programme as well as a variety of retail discounts.

Application Process

Please complete the Trust's application form which can be downloaded from NYCC jobs and Helen.Poole@northyorks.gov.uk email your completed form to **Helen Poole, the Trust's Recruitment Partner** Tel: 07890 055 186

Please contact us if you need an application form in a different format.

We do not accept CVs.

Closing date for receipt of applications: **Monday 18th July, 09:00am.**

If you would like to visit the school please contact Helen Poole via email Helen.Poole@northyorks.gov.uk or call 07890 055 186

We reserve the right to close this vacancy should we receive an overwhelming response.

We are committed to **safeguarding** and protecting the children and young people we work with and expect all our staff and volunteers to share this commitment. As such, all posts are subject to safer recruitment process, including an enhanced DBS check. We have a range of policies in place which promote safeguarding and safer working practice across our Schools.

We are an **equal opportunities** employer and welcome applications from all sections of the community regardless of age, gender, race, ethnicity, disability, sexual orientation, social background, religion or belief. We want to recruit the right people for the Trust, from the widest possible backgrounds, to make the most of each individual's different knowledge and experience.

Your **privacy** is important to us. By submitting your personal data or information to us, you agree this will be handled in accordance with the Trust's "Privacy Notice Recruitment" which can be found on our website.