



Apprentice School Administrator/Receptionist

Contract: Fixed term with potential to be made permanent upon completion of apprenticeship.

Hours/working pattern: Full time, term time only plus 2 days.

Location: Lady Lumley's School

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

Start Date: As soon as possible.

Our School

Lady Lumley's is an 11-18 mixed comprehensive, community school serving the town of Pickering, surrounding villages, and warmly welcoming students from Scarborough to Rosedale. We strive to 'Be our best', working to improve the experience for all students, staff, and the community. Our broad and balanced curriculum is ambitious for all. We place great value in academic qualifications alongside the arts and practical subjects. Set in an idyllic location, we make the most of the fantastic sporting facilities and run an immensely popular Duke of Edinburgh experience, alongside over 30 enrichment clubs. Our students and staff are loyal to Lady Lumley's and are committed to improving our learning journey, whilst celebrating success.

Lady Lumley's benefits from the knowledge and experience of Coast and Vale Trust. We retain our unique school identity with a shared ambitious vision. Through leadership development, collaboration, and investment, Lady Lumley's is enabled to maintain its identity whilst belonging to a larger family of schools.

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.



Coast and Vale Learning 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 our website <https://www.coastandvale.academy/vacancies-across-our-trust/>

and email your completed form to *Danielle Rowley Recruitment Assistant*

recruitment@coastandvale.academy: 01723 362301

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

We do not accept CVs.



Closing date for receipt of applications is Wednesday 16th November 2022, at 9am.

Interviews will be held shortly after the closing date.

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.