

**Finance and School Business Administrator Apprentice**

**Hours: 36 hours per week (Monday to Friday)**

**Contract: Permanent, Term Time plus one week (39 weeks per year)**

**Salary: Band C point 4 (Actual annual salary £21,720)**

Are you looking to start your career in school business administration? Join our friendly and supportive team at Calday Grange Grammar School, a large secondary school set in a vibrant community with 1,509 pupils.

As our Finance and School Business Administrator Apprentice, you will gain hands-on experience across all aspects of school business administration, including finance, HR, health and safety, school office, and reception. You’ll play a key role in ensuring compliance with school policies and statutory regulations, helping us operate smoothly and effectively.

**What you’ll do:**

* Support financial processes and school office administration, in compliance with procedures
* Assist with HR and health and safety administration, maintaining records and upholding best practices
* Welcome visitors and provide excellent customer service on reception, following safeguarding and compliance protocols
* Help organise school events and trips, making sure all compliance requirements are met

**We’re looking for someone who is:**

* Friendly, organised, and willing to learn
* Able to communicate effectively and work as part of a team
* Committed to maintaining confidentiality, compliance, and upholding our school values

**Why join Calday Grange Grammar School?**

* Gain valuable experience in a busy secondary school environment
* Receive support to complete a relevant apprenticeship qualification
* Work as part of a collaborative and dedicated team

**How to apply:**

If you’re enthusiastic about starting a career in finance/school business administration, we’d love to hear from you. For more information and to apply, please visit our website.

**Our commitment:**

Calday Grange Grammar School is committed to creating a diverse workforce. We’ll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

We are committed to safeguarding and promoting the welfare of children. All appointments will be subject to a satisfactory completion of safeguarding checks.

**Apply now** to be part of our supportive and inclusive school community.

Calday Grange Grammar School is committed to safeguarding and promoting the welfare of children. All appointments will be subject to satisfactory safeguarding checks including online and Enhanced DBS screening.

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