



## THE BISHOPS' BLUE COAT CHURCH OF ENGLAND HIGH SCHOOL

### ADMINISTRATION AND DATA APPRENTICE

**37 hours per week full year with 5 weeks holiday plus bank holidays**  
**£15,434 per annum**

**Monday to Thursday - 8.00am-4.30pm and Friday - 8.30am -4pm***(excluding 30mins lunch break)*

We wish to appoint a reliable, enthusiastic and motivated General Administration and Data Apprentice to join our busy and supportive team.

The successful candidate will provide an efficient, day-to-day administrative and data support service across the school, assisting staff with routine administrative tasks, data input, record keeping and the maintenance of accurate systems and databases. This role will support the smooth running of office processes and contribute to effective communication and organisation throughout the school.

As an apprentice role, this position offers an excellent opportunity to develop practical skills, gain hands-on experience and work towards a recognised qualification in administration and data handling within a professional educational environment.

This is a key role for someone who is organised, keen to learn and committed to delivering high-quality administrative support as part of a team.

In this role, you will work towards your Level 3 Data and Business Insights qualification, delivered by the expert training team at Baltic Apprenticeships.

The Bishops' Blue Coat C of E High School is a high achieving and supportive school, where all are known, nurtured and inspired to flourish. We are committed to ensuring high quality learning and teaching in a caring environment. You will find the school a rewarding and friendly place to work with very good relationships between staff and students. We have a strong commitment to the professional development of all.

If you would be interested in joining us, please download a Support Staff application pack from our website [www.bishopschester.co.uk/careers-vacancies/](http://www.bishopschester.co.uk/careers-vacancies/)

If you have any questions regarding this role, please contact [vacancies@bishopschester.co.uk](mailto:vacancies@bishopschester.co.uk)

Please note that we reserve the right to close this vacancy early should we receive a high number of applications from suitably qualified candidates. Therefore you are advised to submit your application as soon as possible.

The Bishops' Blue Coat CE High School is committed to all aspects of safeguarding.