



The Priory School

Longden Road
Shrewsbury
SY3 9EE



**EDUCATION
TRUST**

01743 284000 - pri-hr@pri.318education.co.uk - <https://priory.tpstrust.co.uk/>

Level 3 Business Administration Apprentice

37 Hours per week, 43.89 Weeks per Year

Fixed term for 18 months

National Minimum Wage for Apprentices

Required as soon as possible

Are you organised, eager to learn and interested in a career in business support or education? Join our friendly and supportive admin team as a Business Administration Apprentice.

As our new apprentice you will work closely with the schools' administration and finance teams to learn the details of school operations. You will gain experience in:

Reception and office duties

Data entry and school systems

Supporting school trips and events

Financial processes

Working with confidential documents and records

What we can offer you:

The 3-18 Education Trust is a multi-academy trust with students aged from 3-18 and which works collaboratively to provide interesting and exciting opportunities for staff to share ideas, resources and expertise, for the benefit of the students.

In addition to a comprehensive induction and a commitment to your ongoing training and career progression, we also offer a range of employee benefits. To find out more information please visit our [Trust Website](#).

An Applicant Information Pack and Application Form can be found on our current vacancies page; <https://priory.tpstrust.co.uk/contact-us/current-vacancies/> or alternatively, these can be emailed or posted out. Please contact pri-hr@pri.318education.co.uk with any queries or if you would like a pack emailed or posted to you.

Closing date for applications is 10am Friday 6th June 2025

Interviews will take place week commencing 9th June 2025

The 3-18 Education Trust is committed to safeguarding and promoting the welfare of children and young people. This post is exempt from the Rehabilitation of Offenders act 1974 and as such shortlisted candidates must complete a declaration including details of any cautions, reprimands or warnings, as well as convictions and non-conviction information.

■ Compassionate

■ Accomplished

■ Resilient



'Every individual is in a great school'





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It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

Any successful candidates offer of employment will be subject to clearance in respect of medical fitness, satisfactory references, right to work in the UK and an Enhanced Disclosure and Barring Service Check before their appointment is confirmed. Once appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at intervals during the course of their employment.

In line with Keeping Children Safe in Education (KCSiE), online checks will be carried out on the successful applicant.



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