

**Job title:** Apprentice Administrator – Level 3  
**Location:** Thames View Jnr. School, Samuel Fergusson Place, Barking, IG11 0TR  
**Pay Grade:** Apprentice (Term time only- 35 hours a week 8:00am-4:00pm)  
**Responsible to:** School Business Manager

Thames View Junior School are looking for a highly motivated Apprentice Administrator to start as soon as possible.

Thames View Junior School are part of Partnership Learning Multi Academy Trust and offers a creative curriculum to its learners, staff who are committed to working in teams and supporting each other to achieve the best for all our children and families.

We want someone who is:

- ❖ An enthusiastic individual with an aptitude for team working and good interpersonal and communication skills.
- ❖ An understanding of how important a pleasant and positive working environment is to the ethos of our school
- ❖ An ability to work to defined deadlines
- ❖ High levels of integrity, trust and endeavour

**For an application pack please email the Business Manager:**  
***jabrahams@thamesview-j.bardaglea.org.uk***

**Closing date for applications: 12 noon 15/10/2021**

Please note C.V.s will not be accepted.

*Partnership Learning is committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment. An enhanced criminal record check via the DBS will be undertaken for the successful candidate.*

*This post is exempt from the Rehabilitation of Offenders Act and a comprehensive screening process, including a disclosure check, will be undertaken on all applicants.*

*Please note if you have not been invited in for interview within four weeks of the closing date on this occasion your application will have been unsuccessful.*