



**THE COLESHILL SCHOOL**  
**An 11-19 Business and Enterprise Academy**  
Coventry Road, Coleshill, Birmingham, B46 3EX  
Telephone: 01675 462435 [www.thecoleshillschool.org](http://www.thecoleshillschool.org)



The Arthur Terry Learning Partnership is a highly successful Multi Academy Trust (MAT) encompassing 5 secondary schools, 9 primary schools, soon to be 10, Teaching School, and SCITT. Our schools are based in North Birmingham, Tamworth, Lichfield and North Warwickshire. Our academies are quite distinctive and separate schools, serving different communities and phases but all either are, or have the capacity to become, outstanding.

## **Administration / Library Apprentice Level 3**

**Salary for first year of apprenticeship - actual salary £7,231.10**  
**Thereafter will be apprenticeship rate applicable to age.**  
**Full time, 18 months fixed term contract, term time only plus 5 inset days**

**Required as soon as possible**

Would you like a career as an Administrator and are you interested in reading and books? This is a great opportunity for an enthusiastic, keen apprentice to join our friendly and supportive team and train with us in our organisation.

The successful applicant will work within an office environment. As our admin / library apprentice, you will be involved in a wide variety of administration tasks as well as working in the library and with students.

Tasks may involve:

- General administrative tasks
- Updating and maintaining the school library
- Encouraging and promoting reading to students
- Supervising students in the library over lunch and break times
- Photocopying and Scanning
- Filing and maintaining internal documents
- Updating notice boards
- Archiving documents
- Using Microsoft packages including Outlook, Excel and Word

As an apprentice, you will undertake a Level 3 Standard Business Administration qualification. In addition to this Functional Skills in Maths, English and IT skills (if required) and Impact training.

We believe that by working in our organisation you will be given the opportunity to develop the knowledge, skills and experience that will allow you to be successfully employed in the future in the business administration field. The school environment is fast paced, you need to be prepared to work hard, use your own initiative and support others when required.

Candidates are encouraged to submit their applications as soon as possible as we reserve the right to interview earlier and withdraw the advert if a suitable candidate is appointed.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement of the role.

**Closing date: 9.00 am, Monday 19th April 2021**  
**Interview Date: to be confirmed**

Despite the challenges we face, recruitment will continue for all ATLP vacancies over the coming weeks. We intend to continue to adhere to the government's social distancing guidelines but we will use a range of virtual platforms to conduct online interviews and other activities where appropriate for the nature of the role in a timely manner. Informal discussions prior to applying for roles are warmly welcomed. We continue to be committed to safeguarding and promoting the welfare of children and robust safer recruitment practices remain in place.

Completed application forms should be emailed to [recruitment@atlp.org.uk](mailto:recruitment@atlp.org.uk).

***Please note we do not accept CV's, application will only be considered if received on an ATLP application form.***

The Arthur Terry Learning Partnership (ATLP) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Post subject to Enhanced Disclosure Barring Service Disclosure. The ATLP is an equal opportunities employer.