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**Interim Headteachers:** Mr Steve Dunn/Ms Sarah Goswell

**Associate Deputy Headteacher:** Mrs Anne Howard B.Ed (Hons)

## **Business Administration Apprentice**

**£3.50 gross per hour (current apprenticeship rate)**

**32.50 hours per week**

**term-time, plus the equivalent of 3 additional days during school holidays**

Newquay Junior Academy is part of Newquay Education Trust (NET)

### **About Us**

Newquay Junior Academy is an outstanding school with an excellent reputation, aiming to meet the needs of children as individuals in a structured and caring environment. Our pupils are at the heart of everything we strive to achieve and we believe that our success is due to the quality and dedication of our staff, and especially to the close co-operation and partnership that exists with our parents and partner schools.

As part of the Newquay Education Trust we support and seamlessly educate pupils from Year 3 through to the end of Sixth Form. The benefits and opportunities of this for all our pupils, families and staff are tremendous and will enable us all to achieve great success in the future.

### **About the role**

We are seeking a Business Administration Apprentice to join our dedicated and enthusiastic team of staff, as soon as possible. You will be based at Newquay Junior Academy and work across Newquay Education Trust (NET) as required. This role will involve providing clerical support, within the administration team, and reception duties and, therefore, we are seeking a candidate with a friendly, outgoing, personality who will be able to communicate confidently with both adults and children. The post is temporary for one year, during which time you will undertake training to gain a Business Administration qualification.

### **How to find out more**

Please refer to the job description and person specification which can be obtained, together with the application form, from our website [www.newquayjunior.com](http://www.newquayjunior.com) or from our HR Office Tel 01637 872080 Ext 2204/2284 / Email [personnel@tretherras.net](mailto:personnel@tretherras.net).

### **How to apply**

Please complete the Application Form, Declaration of Criminal Convictions Form and Equal Opportunities Monitoring Form and return these, by the deadline, by post or by hand to: Mrs Lesley Sale, NET HR Manager, Newquay Education Trust, Newquay Tretherras, Trevenson Road, Newquay, Cornwall, TR7 3BH or by e-mail to [personnel@tretherras.net](mailto:personnel@tretherras.net).

Closing date for applications: **Wednesday 24<sup>th</sup> May 2017 at 12 noon**

### **We look forward to receiving your application**

Newquay Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All offers of employment are subject to the satisfactory completion of checks and references, including an enhanced DBS check.

