

Apprenticeship Vacancies

Apprentice Site Assistant

We are looking to add to our already highly skilled Site Team, with a new flexible and proactive **Apprentice Site Assistant**, who has good general practical skills, enjoys physical type of activities and has a "can-do" approach. You will carry out routine tasks in order to keep the site tidy, safe and secure. You will also be expected to undertake some minor repairs and maintenance (which are not beyond the scope and capability of the post-holder including; redecoration, construction, basic plumbing, etc.).

Likely working hours will be 7.00am to 1.00pm Monday to Friday, with remaining hours being used for study time. Some school holiday working will be necessary.

Apprentice Office Administrator

We are looking for an outgoing and confident **Apprentice Office Administrator** to join our small and friendly team in our very busy school office. The role includes working on the school reception as well as the school office.

No two days are ever the same when working in a school office. You will need to be able to work accurately, demonstrating flexibility and the ability to efficiently multi-task. We are looking for someone who has solid IT skills and is willing to learn more. A good sense of humour is essential.

Likely working hours will be 8.30am to 4.00pm Monday to Friday, including hours for study time.

Salaries will be based on age-related National Apprenticeship rates
<https://www.gov.uk/become-apprentice/pay-and-conditions>

All applications for this post should be made via the Essex Schools Jobs website www.essexschoolsjobs.co.uk, for further information please contact Elaine Jardine on 01245 352098 or hr@moulsham-jun.essex.sch.uk

Application Closing Date: 30th September, midday

Interview Date: 3rd October 2022

Moulsham Junior School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. As part of this commitment, any appointment will be subject to satisfactory completion of pre-employment checks including an enhanced Disclosure & Barring Service check, medical clearance and suitable references.