DAME ALLAN'S SCHOOLS
building the future

CANDIDATE INFORMATION

Office Assistant Apprentice – Level 3
Business Administrator Apprenticeship

Permanent, part-time, term time only.

Independent Day School for over 1,250 students

Junior School (3-11)
Senior School (11-16)
Sixth Form (16-18)

Office Assistant Apprentice – Level 3 Business Administrator Apprenticeship

Dame Allan's Schools are seeking an enthusiastic and organised Office Assistant Apprentice to join our school office team while working towards the Level 3 Business Administrator apprenticeship. The Office Assistant Apprentice will support the delivery of day-to-day school office and administrative services across the schools. This is a flexible, delivery-focused role that ensures administrative processes are completed efficiently, accurately and to a high standard.

Working across both the Junior and Senior School sites as part of the wider school office team, the Office Assistant Apprentice will provide practical support across a range of administrative functions, contributing to the smooth and effective running of day-to-day school office operations.

Office Assistants report to an Office Manager, with responsibilities allocated across both sites. They work flexibly to deliver defined areas of administrative support, with day-to-day direction provided by the Office Manager as required.

Office Assistants are expected to take ownership of defined areas of administrative work, acting as the consistent point of contact for specific functions (e.g. Performing Arts, Sports, Trips) across both sites. This includes working flexibly between the Junior and Senior School to support activities and events as needed, while contributing to the wider work of the team.

About the Apprenticeship

As part of this role, you will undertake the Level 3 Business Administrator apprenticeship. The programme combines practical experience at Dame Allan's Schools with structured learning and assessment.

You will develop skills in professional communication, IT systems, producing accurate documents, maintaining records and planning and organising work. You will also learn about confidentiality, relevant policies and the wider organisation.

Dedicated time within your paid working hours will be provided for apprenticeship training and learning activities. You will receive support from your line manager and training provider, with regular reviews to discuss your progress and development.

Job Description

Key Duties and Responsibilities:

This is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out.

- Provide front-of-house support, including welcoming visitors, answering calls and responding to enquiries in a professional and helpful manner.

- Support communication management, including monitoring shared inboxes and assisting with responses to staff and parent enquiries.
- Support attendance and registration processes, including following up on missing information and completing associated administrative tasks.
- Provide administrative support for the coordination of day-to-day operations, including bookings, logistics, and general organisation.
- Support the planning and delivery of school events, including preparation, communication, and on-the-day assistance.
- Carry out trips and co-curricular administration, including the use of systems such as SOCS and Evolve, ensuring processes are completed accurately.
- Undertake reprographics and resource preparation, including printing, copying, and producing materials such as booklets, exam papers, and lesson resources.
- Respond to pupil needs, including first aid, illness and welfare concerns, ensuring appropriate action is taken and issues are escalated where required.
- Provide general administrative support to teaching staff, ensuring requests are handled efficiently and to a high standard.
- Take ownership of designated areas of responsibility acting as a consistent point of contact for staff.
- Work closely with the Office Manager to prioritise and manage workload effectively.
- Contribute flexibly to the work of the administration team, undertaking additional duties as required to support the smooth delivery of services across the schools.

General:

- Contribute to the overall ethos and vision of the Schools.
- Be aware of and support differences and ensure equal opportunities for all.
- Take responsibility for professional development and attend training as required by the Schools.
- Understand and adhere to Child Protection, Safeguarding, Health and Safety, Hygiene, and Confidentiality and Data Protection policies and procedures.Maintain strict confidentiality of all information belonging to the Schools. It is important, and a condition of employment, that all information of any kind is treated as confidential and not disclosed or used other than as authorised and in the proper performance of the Schools business.
- Take responsibility for their own professional development, continually keep updated and contribute to the Schools as a learning organisation.
- To contribute to the Health and Safety of pupils and other staff in accordance with Health and Safety regulations and DSE legislation.
- Comply with the policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person and undertake safeguarding training.
- Be aware of and support differences and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Schools.
- Develop constructive relationships and communicate with other agencies/professionals.

- Recognise your own strengths and areas of expertise and use these to advise and support others.
- To undertake any other duties and responsibilities, which do not change the character and purpose of the role as directed by the Principal / Bursar.

Ready to Apply?

Additional information about working at Dame Allan's Schools can be found on our Vacancies page.

1. Please read our Application and Recruitment Process and Recruitment Privacy Notice.
2. Download and complete the application form found on our website.
3. Complete the Equal Opportunities form.
4. Send your completed application form and any additional documents to HR@dameallans.co.uk.

Closing date: noon on Friday 27 November 2026. Interviews will take place soon after.

Terms and Conditions

Hours: Monday to Friday, 30 hours per week, term-time only.

Salary: Apprentice Hourly Wage

Benefits:

- The Schools operate a fee reduction package for children of staff members, subject to their meeting the Schools' admissions criteria.
- All staff may join the School's pension schemes.
- All staff receive free school lunches.
- Access to the Employee Assistance Programme.
- All staff are eligible for free eye tests.
- Access to Cycle to Work scheme.
- School trip travel opportunities.
- A formal contract, detailing terms and conditions, will be extended following completion of all safeguarding/ pre-employment checks.

Questions

For an informal chat about the role, please contact Rachel Baxter, PA to the Principal on rv.baxter@dameallans.co.uk. For any other queries, please contact HR@dameallans.co.uk**.**

Thank you for your interest in applying to work at Dame Allan's Schools.

The Schools are committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

Excellence. Stability. Happiness. Est 1705.

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RATED EXCELLENT BY THE INDEPENDENT SCHOOLS INSPECTORATE

Dame Allan's Schools, Fowberry Crescent, Fenham,
Newcastle upon Tyne NE4 9YJ. T: 01912751500. www.dameallans.co.uk

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