**Level 3 Business Admin Apprentice**

***Closing date: 04/09/2025 @ 12noon***

Wykebeck Primary School – ‘Know the way, go the way, show the way’

Are you ready for a new, exciting and rewarding challenge working with the best children and families Leeds can offer?

Are you a positive, driven person who can work within our busy admin team?

We are looking for an enthusiastic, self-motivated person to join our team here at Wykebeck Primary School.

What are we looking for?

* A positive, caring and passionate practitioner who is flexible, embraces change.
* Someone who understands the need to put our children and families first and who has good interpersonal skills.
* Someone who is keen to progress in their career.
* Someone who is solution focused and positive in their outlook.
* Someone with resilience & excellent communication skills.
* Someone who is enthusiastic about supporting our children and families getting to school on time every day.
* A team player who is able to listen to advice from others as well as supporting their colleagues.

What can Wykebeck Primary School offer you?

* Amazing pupils who enjoy coming to our school and learning.
* An exciting and vibrant setting that motivates and stimulates pupils to learn.
* A rewarding career in a nurturing, inclusive school that serves our vibrant and diverse community.
* Dedicated support from a senior leadership team and colleagues within the admin team who will support you every step of the way.
* A bespoke CPD development plan that will support your career, giving opportunities for professional development and growth.
* Supportive, caring parents who love our school.
* Support from a cluster of schools to improve attendance.

Wykebeck Primary School is a two-form entry primary school which serves a diverse community and is well resourced with modern facilities and a fantastic outdoor environment. We thrive on a team approach and a caring ethos and are looking for a candidate who can offer a wide range of skills.

If you are interested in applying for this role, please see the job description and application form on our website: www.wykebeckprimary.co.uk/website/vacancies

Please send completed application forms to [jobs@wykebeckprimary.co.uk](mailto:jobs@wykebeckprimary.co.uk) by **12noon on 04/09/2025**