



Apprentice

School Business Administrator (L3)

Tarleton Community Primary School

We are looking for an Apprentice School Business Administrator to join our office team, working alongside the School Business Manager in our busy school office.

We are a friendly village school at the heart of our community. We are looking for someone who is enthusiastic and motivated to offer the best provision for our families.

In this role, you will deal with the day to day administration of the school office. This includes communicating with parents, children and school staff; administering registers and school meals; planning events and school trips; answering phone calls and e mails and responding to routine enquiries; overseeing deliveries and management of stock; and general support for the management of the school office duties.

The successful candidate will have good IT skills; sound written and oral communication skills; good level of numeracy and be flexible to the school's demands. If you have a good sense of humour, can multi task, prioritise and enjoy working within a team then this could be the job for you!

You will:

- Work collaboratively within our team
- Be organised, able to use initiative and be open to new and exciting ways to develop administration systems
- Be friendly, confident and approachable
- Be flexible to changing workload demands and challenges within the school

We can offer:

- Extraordinary children who are a pleasure to be with
- An excellent and friendly team of colleagues who will support you
- Committed and supported parents
- A strong and supportive Governing Body
- A lot of laughter and camaraderie

Essential Qualifications, experience and knowledge:

- GCSE 4 or equivalent in English and Maths

The post is from the 3rd November 2025 until 31st August 2027. This is a 35 hours per week position, Monday – Friday. Hours are flexible and will be discussed at interview, in accordance with the Apprenticeship training programme. The current [National Minimum Wage rate](#) for an apprentice is £7.55 per hour.

Further information is available from the Headteacher Chris Upton head@tarletoncommunity.lancs.sch.uk.

Completed packs should include the attached application form along with a letter of application. When writing your letter of application, please evidence the role profile, giving examples where possible.

We strongly encourage visits to the school, which can be booked via the School Office (01772 812547).

Important Dates:

Closing date: Monday 29th September 2025, 9am

Shortlisting: Monday 29th September 2025, 10am

Interview: Thursday 2nd October 2025

Please note that in line with Keeping Children Safe in Education 2025 an online search will be carried out as part of our due diligence on shortlisted candidates.

We are committed to safeguarding and promoting the welfare of children.

The post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If successful you will be required to apply to the Disclosure and Barring Service (DBS) for a 'disclosure'. Information provided by you or the Disclosure and Barring Service will be dealt with in a confidential manner in accordance with the DBS's Code of Practice. You may view the Code of Practice on the DBS website at www.gov.uk/dbs or alternatively a copy is available on request.

Lancashire County Council has a Policy Statement on the Recruitment of Ex-offenders this is available to all applicants upon request.

For an informal discussion please contact: Chris Upton (Headteacher)

Tarleton Community Primary School, Hesketh Lane, Tarleton, Lancashire, PR4 6AT

Tel: 01772 812547

School Website: www.tarletoncommunityprimary.co.uk

Completed applications are to be emailed to the School Business Manager, Kelly Preston, at bursar@tarletoncommunity.lancs.sch.uk before 9am on Monday 29th September 2025. Please put the word 'Application' in the subject header.