



OUR LADY OF WALSINGHAM CATHOLIC MULTI ACADEMY TRUST

Administrative Assistant Apprenticeship

**An opportunity has arisen to join Our Lady of Walsingham Catholic Multi Academy Trust
as an Administrative Assistant Apprentice**

- Role:** To provide administrative support to the CEO of the Academy Trust and support the work of the Executive Team and Trust Board.
- Location:** The Trust has offices in Ipswich and Newmarket and there will be a flexible approach to the location of the position based on the successful candidate. There may also be some flexibility to work from home on occasion.
- Hours:** 32 hours per week term time only, Monday to Friday.
Release time as required to access ongoing Level 3 apprenticeship training with a nationally accredited provider.
- Salary Scale:** Point 5 £21,576 FTE.
- Term:** 18 months fixed term apprenticeship contract.

This is a new and exciting opportunity for an enthusiastic and motivated candidate to provide high quality administrative support whilst being able to continue to access ongoing Level 3 apprenticeship training.

Our Lady of Walsingham Catholic Multi Academy Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all successful applicants.

For an application pack or to discuss the position, please contact Antoinette Jones on 01638 662719, email ajones@olow.org.uk. or visit our website at <https://www.ourladyofwalsingham.co.uk/>

Deadline for applications: Midday on Thursday 5th January 2023

Applicants are advised to apply early as we reserve the right to hold interviews and close a vacancy prior to the published deadline.