



Dream big. Love God. Live well.

Lincoln Bishop King CE Primary School

Apprentice Business Administrator L3 Vacancy

NOR: 437

Age range: 3 – 11

Grade: N/A

We are seeking to appoint a dedicated and enthusiastic Apprentice to join our attendance and admin team.

The role will involve handling day-to-day tasks to ensure the school runs smoothly with a particular focus on our pupil attendance as well as general administration tasks.

We are looking for an apprentice who has:

- Excellent interpersonal skills, being able to communicate effectively with pupils, staff, parents and other professionals
- Ability to work on their own initiative and as part of a team
- Flexibility and adaptability
- A willingness to learn and develop existing skills
- A sense of humour
- Willingness to 'go the extra mile'

Application forms are available from Allyson Whittleton, Allyson.whittleton@bishopking.lincs.sch.uk / 01522 880094, or, from the school's website, <https://www.bishopking.org.uk/Vacancies.asp>

Closing date: Wednesday 24th June 2026 noon.
Shortlisting: Thursday 25th June 2026
Interviews W/C: Monday 29th June 2026
Start date: Tuesday 1st September 2026

Additional information:

- Salary: National Apprenticeship Wage
- 37 hours per week
- 39 weeks per year
- Apprenticeship duration – 12 months