

BUSINESS ADMINISTRATOR PROGRAMME

START YOUR CAREER STRAIGHT FROM SCHOOL

WHAT'S INCLUDED?

- Full-time employment
- In Person training and support
- Earn a wage from day one
- Achieve a recognised qualification
- No course fees
- Student discount scheme
- Career guidance



DAILY ACTIVITIES

Each day is different, giving you the chance to learn new skills and get involved in different parts of the school. Here are some examples:

- Answer late and absence calls from parents at the start of the day
- Process and manage student attendance records
- Complete a range of reprographics tasks as required
- Monitor the general enquiries inbox and delegate emails to the appropriate members of staff
- Support the administration of the medical room when students are unwell
- Support front-of-house duties, such as greeting visitors and signing them in

SCAN QR CODE TO REGISTER YOUR INTEREST

CONTACT US ON

Priorityapprenticeships@priorityacademies.co.uk



BUSINESS ADMINISTRATOR PROGRAMME

START YOUR CAREER STRAIGHT FROM SCHOOL



CAREER OPPORTUNITIES

Our Business Administrator programme is your gateway to new opportunities. With progression and development paths available within the Priory, this programme can also lead into roles such as:

- Admin Officer
- Pastoral/Student Support Administrator
- Office Administrator
- Office Manager
- Education Support Roles

LEARNER EXPERIENCE

“From the start, I felt part of a friendly group of learners who supported each other throughout the programme. I’ve developed a wide range of admin skills that I use every day, helping me feel more confident and capable in my role. The programme has helped me grow both personally and professionally while gaining real workplace experience. One of the best parts has been meeting new people and building lasting relationships along the way”



**EMILY
PRIORY LSST
BUSINESS
ADMINISTRATOR**

SCAN QR CODE TO REGISTER YOUR INTEREST

CONTACT US ON

Priorityapprenticeships@prioryacademies.co.uk

