

BUSINESS ADMINISTRATOR

LEVEL 3

WHAT IS A BUSINESS ADMINISTRATOR?

The business administrator is expected to deliver their responsibilities efficiently and with integrity – showing a positive attitude. The role involves demonstrating strong communication skills (both written and verbal) and adopting a proactive approach to developing skills.

The business administrator is also expected to show initiative, managing priorities and their own time. They deploy problem-solving skills, decision-making skills and are responsible for managing others through mentoring or coaching.

WHO IS THE APPRENTICESHIP AIMED AT?

Those working in a:

- School office/PA
- Reception
- Administration office

DETAILS OF THE APPRENTICESHIP:

- Apprentices will demonstrate core knowledge, skills and behaviours as a Business Administrator.
- The apprenticeship will typically take approximately 18 months to complete.
- The main programme is delivered by our team of experts through group or one-to-one sessions.

THE BENEFITS TO AN ORGANISATION:

Hiring an apprentice or developing existing staff is a productive and effective way for any organisation to grow talent and develop a motivated, skilled, and qualified workforce.

THE BENEFITS TO AN APPRENTICE & CAREER PROGRESSION ROUTES:

Completing the Business Administrator apprenticeship may be a gateway to further career opportunities, such as management or senior support roles.

Apprenticeship
Incentive Payments
are available.

Find out more
here!

Next course
dates available

Tuesday 4th
May 2021

Monday 25th
October 2021

FOR MORE INFORMATION:

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