



PRIORITY APPRENTICESHIPS

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!

FOR MORE INFORMATION:

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