



Thomas's

BATTERSEA • CLAPHAM • FULHAM • KENSINGTON

BUSINESS ADMINISTRATION APPRENTICE

Salary range: £9,500 per annum

Thomas's London Day Schools are looking to recruit a Business Administration Apprentice for their busy Finance and Admin office.

We are a small head office team who serve our group of schools located in Battersea, Clapham, Fulham and Kensington, with an office location in Ringwood, Hampshire.

The apprenticeship offered is a BTEC Level 2 Diploma in Business Administration, Functional Skills in maths, English and IT Level 1, and Employers Rights and Responsibilities.

One day a week at College term time for six months of the 12 month course.

You will receive in-house training on the job.

For further details, please click on the following link on how to apply: <https://www.findapprenticeship.service.gov.uk/apprenticeship/-310286> or email recruitment@thomas-s.co.uk for more information.

We are committed to safeguarding the welfare of children and young people and expect all staff to share this commitment and work in accordance with our child protection policies and procedures. All posts are subject to an enhanced DBS check.

Thomas's London Day Schools
Monmouth Court
Southampton Road, Ringwood, Hampshire, BH24 1HE

