



## OUR LADY OF WALSINGHAM CATHOLIC MULTI ACADEMY TRUST

### Administrative Assistant Apprenticeships

**Two opportunities have arisen to join Our Lady of Walsingham Catholic Multi Academy Trust as an Administrative Assistant Apprentice**

- Role 1:** To provide administrative support to the CEO of the Academy Trust and support the work of the Executive Team and Trust Board.
- Location:** Based in Trust offices in Ipswich and/or Newmarket with occasional meetings in other Trust schools and the flexibility to work from home on occasion.
- Role 2:** To provide administrative support to the of 6<sup>th</sup> Form Team at St Albans Catholic High School
- Location:** St Albans Catholic High School, 80 Digby Rd, Ipswich IP4 3NJ

#### The following terms relate to both roles:

- Hours:** 32 hours per week term time only, Monday to Friday.  
Release time as required to access ongoing Level 3 apprenticeship training with a nationally accredited provider.
- Salary Scale:** Point 5 £19,650 FTE.
- Term:** 18 months fixed term apprenticeship contract.

These are new and exciting opportunities for an enthusiastic and motivated candidate to provide high quality administrative support whilst being able to continue to access ongoing Level 3 apprenticeship training.

Our Lady of Walsingham Catholic Multi Academy Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all successful applicants.

For an application pack or to discuss the position, please contact Antoinette Jones on 01638 662719, email [ajones@olow.org.uk](mailto:ajones@olow.org.uk). or visit our website at <https://www.ourladyofwalsingham.co.uk/>

**Deadline for applications:** Midday on Thursday 13<sup>th</sup> October 2022

Applicants are advised to apply early as we reserve the right to hold interviews and close a vacancy prior to the published deadline.