

THE LEVETT SCHOOL PUPIL REFERRAL UNIT	
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Modern Apprentice – Business Support Assistant

- **Salary details:** £7.55 per hour for 16 -18 year olds or over 19s in their first year of the apprenticeship. The National Minimum Wage is paid for over 19s who have completed the first year of the apprenticeship
- **Job details:** Fixed Term Training Contract, 37 Hours, term time + 5 training days
- **Location:** The Levett School, Melton Road, Sprotbrough
- **Organisation:** Doncaster Metropolitan Borough Council

Closing date: 10th October, 2025

Shortlisting: 13th October, 2025

Interviews: Thursday 16th October 2025

The Management Committee at The Levett School are looking to recruit a modern apprentice who will support in the smooth running of the school office.

The successful candidate will work 37 hours per week, join a hard-working team and will:

- Have excellent communication skills as they will be the first point of contact for visitors, covering the reception desk and phone
- Be prepared to undertake training to at least Level 3 in Business Administration at Doncaster College
- To work alongside other members of the Business Support team ensuring procedures are in place to provide efficiency in the school office
- To provide general office skills including photocopying, filing, receipt/distribution of post; receive / pass on messages accurately as required
- Have good literacy, numeracy and ICT skills.

We can offer you:

- A commitment to your continuing professional development.
- A strong supportive team with a good sense of humour.
- An environment with the wellbeing of staff and pupils at the heart of the school

Visits are warmly encouraged, please contact the Office Manager on 01302 390761 to arrange an appointment.

Completed applications should be submitted by email to admin@levett.doncaster.sch.uk or returned to Fiona Mooney, Office Manager at The Levett School, Melton Road, Sprotbrough, Doncaster, DN5 7SB

The Management Committee of The Levett School are committed to Safeguarding and promoting the welfare of children and applicants will undergo child protection screening appropriate to the post, including checks with past employers. The role is exempt from the Rehabilitation of Offenders Act 1974 and therefore candidates will be subject to an enhanced DBS certificate, the role is engaged in regulated activity and will therefore require a children's barred list check. Shortlisted Applicants will be required to complete a self-disclosure.