



Advert

L3 Business Administration Apprentice

Location: Laycock Primary School & Thornhill Primary School

Contract: Fixed Term 24 months / Term Time Only (TTO) plus 2 weeks

Hours: 35 hours per week

Grade/Salary: London Living Wage (actual salary £24,533 - £24,967)

Start: September 2026

About the Role

Do you enjoy improving people's lives and working as part of a team?

Do you have a keen eye for detail and interested in problem solving?

If so then read on...

Our apprenticeships combine working in a great job, with training, development, and a competitive salary. You will be given dedicated time in your working week to focus on your studies. You will also have access to a network of colleagues from within the organisation and tutors to support your learning.

The Business Administration apprenticeship consists of a 24-month opportunity to learn and to provide support to the federation of Laycock and Thornhill Primary Schools.

Following the exciting federation of Laycock and Thornhill Primary Schools in June 2026, we are looking for an adaptable apprentice to support both of our closely linked schools. Conveniently situated just a 10-minute walk apart, working across both sites provides a brilliant, fast-paced environment where you can maximize your professional development. You will collaborate with two dedicated office teams, experience different school dynamics, and gain an invaluable, well rounded understanding of primary school operations.

To apply for this apprenticeship, you must:

- Be aged 16 or above and
- Be an Islington resident or
- Islington care leaver or
- Islington school leaver in the last 12 months

You will also need to satisfy the following course entry requirements:

- Not already have a qualification at the similar level or above in this apprenticeship subject
- Not have extensive skills or experience in this apprenticeship subject.
- Pass the course screening assessments

The Job

Working as a Business Administration Apprentice at Laycock & Thornhill Primary School you will:

- Build on your existing communication skills, gain invaluable experience and build your self-confidence through your day-to-day workplace activities.
- Develop strong professional relationships with your own team and with others we work alongside and to whom we provide services.
- You will gain hands-on experience in putting supplier invoices, processing purchase requisitions, and managing essential financial data
- To support the HR team where needed
- Assisting with the organisation of after school clubs including adding the payment items onto Arbor, chasing outstanding payments

Training and Development

As part of your role you will:

- Complete a Level 3 Business Administration apprenticeship qualification.
- Have the opportunity to study Maths and English if you have not already achieved a GCSE or Level 2 equivalent.
- Participate in the Council's apprenticeship network and various development activities.
- Have access to a buddy/mentor.

After you have successfully completed your apprenticeship, you will have gained valuable workplace experience and attained your level 3 qualification. This will improve your chances of finding work within the Council, with other employers or help you move on to a higher-level apprenticeship.

For an informal discussion about apprenticeships at Islington council please contact, the Early Careers and Talent Team by emailing apprenticeships@islington.gov.uk

If you are an Islington resident who would like support with your application, please contact the iWork Team on 020 7527 3559 or email islingtonworking@islington.gov.uk

How to Apply

To Apply: Follow the jobs link

<https://jobs.islington.gov.uk/vacancies/2983/standard-template--school.html>

Closing Date: Wednesday 15th July 2026 (11:59pm)

Interview Day: Wednesday 29th July 2026

Apprenticeship Start Date: September 2026

If you need any assistance, please email the school at: hr@laycock.islington.sch.uk reference: LAY2983

Working for the team, service and our organisation

Islington is a place rich with diversity and culture. As a council our sense of purpose couldn't be clearer: we serve. It's in the logo. We are committed to challenging inequality in the borough and as one of the largest employers we know that to look after the place and the planet, we have to look after our people. **Together we can change the future.**

We are determined to create a more equal Islington, where everyone who lives here has an equal chance to thrive.

To do this, everyone who works at Islington Council lives by a set of values which guide us in everything that we do: collaborative, ambitious, resourceful, and empowering. They spell out 'CARE', which is what we think public service is all about.

This post requires you to obtain an Enhanced DBS check.

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection. As part of Safer Recruitment, there will be a social media check done on all shortlisted candidates. Information on this will be sent with the invite to interview email.