



# Business Administration Apprentice Level 3

## Information for prospective staff

### Department Information

The External Relations Department brings together the Admissions, Community and Partnerships, Development & Alumni, and Marketing & Communication teams.

This is an exciting period of growth and momentum for External Relations. We are committed to delivering an exceptional experience for students and their families before they join Freeman's, throughout their time here, and long after they leave. Our efforts are already making a meaningful impact, with record numbers of pupil admissions and significantly increased engagement, philanthropic support, and community involvement.

There is, however, much more to achieve. This role will be central in helping the department meet its objectives and contribute to the School's wider strategic vision. No two days are the same, and while new opportunities (and the occasional challenge) are part of the rhythm of our work, we face them together - with collaboration, good humour, and, whenever possible, cake!

The successful candidate will thrive in a team-focused environment and be willing to take on responsibility from the outset. While each of us has clearly defined areas of focus, we work collaboratively and are always ready to support one another when needed. This spirit of teamwork is central to the success and continued growth of the wider External Relations function.

At the same time, any new member of the team can expect support at every level. You will be joining a group that values openness, shared learning, and mutual encouragement - ensuring you are well equipped to succeed in your role and contribute meaningfully to the department's work.

## Information about the role

### Purpose of post -

The purpose of the post is to ensure that the administrative responsibility within the External Relations department is supported, to enable the wider team to fulfil its strategic objectives. Reporting to the Head of Admissions, the postholder will offer administrative and additional support mainly to the admissions team and at peak periods the wider External Relations department. Responsibilities will vary in accordance with the activities taking place throughout the year.

The External Relations Department is made up of:

- Admissions team
- Marketing team
- Development & Alumni
- Community & Partnerships

### Main Duties and Responsibilities

- To provide administrative support to the External Relations department as required, with the main support for our Admissions teams
- Provide administrative support to help the Admissions team prepare for examination and assessment days.
- Support with the organisation and co-ordination of admissions and marketing and community events which includes, but is not limited to planning and logistics for tours, taster days, Open Days, new student induction days, assessment days and prospective parent visits;
- Support teams within the External Relations division by collating, analysing and presenting data clearly and accurately e.g. via spreadsheets, presentations or reports;
- Conducting online research to support gathering and collating competitor analysis;
- Provide ad-hoc support to the Admissions team in response to prospective parent phone calls or enquiries;

### Other-

- Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
- The post holder's responsibility for safeguarding and promoting the welfare of children and young persons for whom s/he is responsible, or with whom

s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, s/he must report any concerns to the Senior Deputy.

- Reporting all accidents to the COO via the School's Accident Report Form procedure. Report forms are held in the Medical Centre.
- Informing the COO of any concerns regarding Health & Safety and safe working Practices.
- To undertake any other duties that may reasonably be requested appropriate to the grade.
- Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity to the duties of the post.

**NOTE:**

Much of the work of the External Relations division is of a confidential nature and the post holder must, at all times, be aware of this and maintain confidentiality.

# Person Specification

## Professional Qualifications / Relevant Education & Training:

- Educated to A level standard or equivalent (A)
- GCSE or equivalent Maths and English (A)

## Experience Required

- Experience that shows reliability, organisation and communication skills (A, I)
- Willingness to learn and take on new challenges in a professional environment (A, I)
- Ability to work collaboratively as part of a team and to follow instructions (A, I)
- Experience of prioritising and managing competing deadlines (A, I)
- Demonstrable interest in pursuing a career business administration (I)

## Technical Skills

- Intermediate knowledge of Office 365 (Word, Excel, Outlook, SharePoint) (A,I,T).
- Proven ability to work under own initiative and manage own workload (A,I)
- Excellent communication skills - both oral and written - in order to liaise and build relationships with key stakeholders, both internally and externally (A,I,T).
- Good organisational skills and attention to detail (A, I, T)
- Understanding of the importance of confidentiality and data protection (A,I)
- Ability to manage time effectively and prioritise tasks with support (A, I)
- Ability to quickly acquire a good knowledge of school procedures, operations, practices and contacts in order to be able to work flexibly in accordance with school priorities (A,I).
- Comfortable using email and online platforms for communications and learning (A, I)

## Other Relevant Information eg. working hours or desirables (only if applicable)

The role is 35 hours per week, year-round, including day release to attend college in accordance with the Apprenticeship provider's timetable.

### **Note to Applicants:**

The qualifications, experience and technical skills will be used in the decision making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address the criterion marked as (A) on your application form in the section for supporting information.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.

### **Revision of Job Description**

According to the development and requirement of the school, job descriptions may need to be reviewed and updated periodically after consultation with the job holder.

## How to Apply

Applicants should send a completed application form to [CLFS-Recruitment@cityoflondon.gov.uk](mailto:CLFS-Recruitment@cityoflondon.gov.uk), by Monday 18<sup>th</sup> May 2026.

Candidates are asked to note that Freeman retains the right to interview and appoint at any time during the application process.

Freemen's acknowledges receipt of all applications, if you have not received confirmation of the safe receipt of your application within two working days please call the School or email [CLFS- Recruitment@cityoflondon.gov.uk](mailto:CLFS-Recruitment@cityoflondon.gov.uk) to check on its status.

The successful candidate must be able to satisfy the City of London's health requirements and a confidential medical assessment by the City of London's Medical Officer is required. The City of London Freeman's School is committed to safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment.

The successful applicant must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (Enhanced Disclosure).