

APPRENTICESHIP AT HAROLD WOOD PRIMARY SCHOOL

APPRENTICE QUESTIONS

Tell us a little about you and your current role.

Megan: I am a Level 3 Business Admin Apprentice and work at Harold Wood Primary School. My current role is an administrative assistant and I am responsible for making sure that administration of school processes, procedures and policies deliver the best possible service to all stakeholders. I am expected to demonstrate exemplary customer service to both internal and external customers.

How have you found the experience of balancing work, study and life?

Megan: It has been a struggle due to work and study being time-consuming. I have adapted frequently to accommodate work and study, so that I can maintain a consistency in quality of work and meeting my deadlines.

What kind of support do you receive as an apprentice and how has this been beneficial to you?

Megan: My teacher and assessor offer guidance and one to one sessions if I am having problems with my coursework. This is beneficial as I can discuss my problems in-depth and find solutions. My line manager and colleagues offer support in the way of guidance and sharing the work load. This is beneficial as we work as a team and support each other in any way possible. If I am unsure of something, I feel comfortable in asking my colleagues and line manager for guidance as they're always happy to assist.

Where do you see your career going in the future? Where would you like it to go?

Megan: I see my career continuing along the path of an administrator. This is the role that I most excel at due to an understanding of the responsibilities that come with it.

I would prefer to continue this role in a school environment as the experiences and skills I have picked up during my time working in a school, have been invaluable. This is the environment in which I thrive more efficiently, in regards to productivity, happiness and knowledge. I have learned new skills and improved on pre-existing ones, it has also given me the opportunity to improve my professional development which is extremely helpful.



MEGAN

**APPRENTICE
BUSINESS ADMIN**

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EMPLOYER QUESTIONS

What roles have you been able to recruit an apprentice in?

Admin Assistant

What benefits have you seen from taking on an apprentice?

It gives the employer an opportunity to train and model the right person for the job in hand, especially if the Apprentice is eager to learn.

What are your responsibilities as an employer?

To ensure that all aspects of the course the Apprentice is taking are covered during employment, and that assessment is carried out on a regular basis.



MISS A. E. DOWDING
HEAD TEACHER

How have you been able to support the 20% off the job training?

This is no problem as the off the job training is part of a week's routines.

What has been the financial benefits for the school in recruiting an apprentice?

To employ an Apprentice is cost saving. It gives the school the opportunity to use the Apprenticeship Levy.

Have you used the apprenticeship levy to up-skill existing staff members and if yes in what roles and how is this working out?

Not at present.

Any other comments?

Employing an Apprentice has been beneficial and we can see them grow in confidence as a person. Plus we are able to train them to fit into the very busy routines of a school office. It is also possible to assess their strengths and weaknesses and whether they are self-motivating as a person.