

Business Administration Apprentice

37 hours Mon – Fri

Fixed Term

Salary: National Apprentice Wage Rates

A unique and exciting opportunity has arisen to join the John Leggott College family as a Business Administration apprentice, learning from industry leaders and sector specialists. Located in Scunthorpe, we offer our students a first-class education experience and we'd like you to be part of it!

This role is best suited to a professional candidate, who can thrive in a team and flourish independently, you must be an excellent communicator and be willing to learn and share ideas every step of the way. You must be willing to complete a Level 2 or Level 3 Business Administration apprenticeship.

You'll be based within our Student Support department, situated with a modern office space in small but dynamic team. You'll be supported by the Finance Manager and wider College community to build up your professional knowledge and skills.

Why Join Us?

Joining John Leggott College offers numerous advantages:

- **Progression and Development:** As a successful and growing sixth form College, opportunities are never far behind and we will support you every step of the way with your apprenticeship.
- **Professional Environment:** Work within a unique educational setting, contributing directly to the success of the College and its students.
- **Convenient Location:** Excellent transport links and free parking for staff commuting from the surrounding regions, including Doncaster, Lincoln, Grimsby, and throughout the South Yorkshire, Humber, and Greater Lincolnshire area.

Find Out More - For further details or **to arrange a visit**, please contact humanresources@leggott.ac.uk. To apply please complete an application form and send to our HR Team.

The closing date for applications is 9am Monday 22nd June 2026

Interviews will be held 29th June 2026

John Leggott College has a strong commitment to Equal Opportunities, Safeguarding and promoting the welfare of young people and expect all staff to share this commitment. All posts are subject to an enhanced check by the Enhanced Disclosure clearance through the DBS and other checks may be required.