

Business Administrators are required to possess knowledge, skills and behaviours that can be applied across a range of sectors. The role usually involves both working independently and as part of a team.

A Business Administrator may be required to implement, maintain and improve administrative services. Business Administrators develop the skills they need to progress towards management responsibilities.

Key Responsibilities

To support the overall well-being and running of the business by conducting day to day administrative duties. This may include a wide range of different tasks, some of which may include: reception duties, office management, liaising with customers or clients, invoicing, scheduling or dealing with external suppliers.

A successful business administrator is flexible to take on new duties as they arise, in a timely, discreet and supportive manner.

Qualifications Included

Apprentices without Level 2 English and Maths will need to achieve this level prior to taking the end-point assessment.

As part of your apprenticeship, you will build a portfolio of evidence related to your role and requirements of the end point assessment.

Entry Requirements

The entry requirement for this apprenticeship will be decided by each employer, but may typically be five GCSEs (or equivalent) at Grade C minimum.

The employer may also choose to consider applicants based on relevant prior experience.

Programme Level

Level 3

Duration

Expected duration of 12 to 18 months

Job Roles

Specific job roles may include: Business Administrators, Project Administrators, Personal Assistants, Receptionists or Team Co-ordinators.

Delivery Method

Apprentices should work for at least 30 hours per week, including 'Off the Job' Training. The 20% training is delivered by Creative Sport & Leisure, either at the workplace, off-site or via e-learning. The training is specifically tailored to ensure your apprentices develop the skills they will need to thrive in your workplace, giving apprentices a real advantage with career progression and allow the employer to build a future workforce.

Progression

Upon successful completion, the business administrator route may be a gateway to further career opportunities, such as management or senior support roles.