



Support Apprenticeships available for Schools in Norfolk

Customer Service Practitioner – Level 2

- Entry level apprenticeship. Develop and understand the skills and behaviours needed to support day to day running of the school. Suitable for a range of roles, including front desk, school office, administrator.
- Duration: 12 months

Business administrator – Level 3

- Business administrators support the day to day running of the school by providing vital administrative support such as handling queries, producing invoices, updating databases and organising events.
- Duration: 12 - 18 months

Team Leader or Supervisor – Level 3

- Designed to help support those within or working towards their first managerial role. This will provide apprentice with the relevant knowledge and skills to lead people and teams.
- Duration: 12 months

Schools Business Professional – Level 4

- School Business Professionals (SBPs) perform a role which is unique to schools, administering and managing the financial, site and support services within the school context. They provide essential support to school leadership teams, implementing their financial and business decisions.
- Duration: 18 months



Norfolk
County Council



Property Maintenance Operative – Level 2

- This apprenticeship is aimed at those in a site Manager or Caretaker role. The knowledge, skills and behaviour content covers all elements of basic property maintenance such as carpentry, electrical, plumbing and decorating.
- Duration: 12 -15 months

Apprenticeships are a fantastic opportunity to upskill existing employees and attract great candidates to hard to fill roles. Apprenticeship training can be funded through the Apprenticeship levy, and is provided by an external organisation, leaving you free to enjoy the benefits of a skilled, qualified and motivated employee.

If you would like to find out more about email the **apprenticeships team**

NCCapprenticeships@norfolk.gov.uk