

# **Information pack for the role of Business Administration Apprentice**

**WorldSkills UK  
January 2026**

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## **1. Why work for WorldSkills UK**

At WorldSkills UK, we have big ambitions to help the next generation, our education system and the economy.

We are working to help create a world-class further education system that tackles vocational snobbery head on, so more young people get better opportunities and are not written off because going to university isn't right for them.

We are working to showcase that the WorldSkills UK way of mainstreaming global best practice is working to drive up standards in training, helping more young people and employers succeed.

We are working to help create a more inclusive skills system that gives more young people from diverse backgrounds a better chance of success in work and life.

We are a unique platform working with leaders in education, business and governments across the UK and our partners across the world.

As an employer ourselves we aim to be truly inclusive, offering a hybrid and collaborative working culture. We pride ourselves on having a flexible approach to our working practices and are happy to discuss flexible working options with suitable candidates.

Join us, if you are ambitious to shape the future of further education, change lives and help create a world-class skills economy for the UK. Because when young people succeed, we all succeed.

As an apprentice, you will play an important role in supporting our work and will gain valuable experience in a professional environment.

## **2. About WorldSkills UK**

WorldSkills UK is a four nations partnership between education, industry and UK governments. It is a world-class skills network acting as a catalyst for:

- raising standards, through international benchmarking and professional development
- championing future skills, through analysis of rapidly changing economic demand
- empowering young people, from all backgrounds, through competitions-based training and careers advocacy.

We are working to help the UK become a 'skills economy', boosting the prestige of technical and professional education by embedding world-class training standards across the UK to help drive investment, jobs and economic growth.

We're a proud member of WorldSkills, a global movement of over 80 countries. WorldSkills supports young people across the world via competitions-based training, assessment and benchmarking, with members' national teams ultimately testing their ability to achieve world-class standards in the biennial 'skills Olympics'. The insights we gain from training as part of this global network enables us to embed world-class training standards across the UK to help drive investment, jobs and economic growth.

### **Our vision – what we believe**

We believe in the value and prestige of technical education and its potential to empower young people and drive growth.

### **Our mission – what we want**

To embed world-class training standards across the UK to improve the quality of apprenticeships and technical education for the benefit of all young people and business.

### **Our values**

#### **We are driven by excellence**

We deliver excellence in UK skills at a global level. Our ambitions for young people are mirrored in the standards we set ourselves. We take pride in our reputation for quality, aim high, and support each other to be the best we can be.

#### **We innovate with purpose**

We work at our best in a spirit of joint endeavour and collaboration. We create space to listen, share, challenge, celebrate achievements and learn from setbacks. We create a respectful, dynamic and inclusive environment where colleagues are able to achieve their potential.

#### **We are people-centred and professional**

We build positive, collaborative relationships with colleagues as well as stakeholders. We seek to understand each other's priorities, show kindness and respect in our interactions, and to build trust and clarity through honest and open communication.

## **3. Structure and governance**

WorldSkills UK has a dynamic, hardworking staff team of circa 45 supported by a wider network of further technical experts and performance and wellbeing coaches. Our team is structured into four directorates and the Executive Office. Each directorate is led by a director, who together with the Chief of Staff (Company Secretary) and Chief Executive Officer (CEO) form the Senior

Leadership Team. WorldSkills UK is a registered charity with a Board of Trustees strategically overseeing its effective operation in conjunction with the CEO to ensure it meets its charitable objectives. The Board is made up of representatives of further education, skills and industry ensuring that the organisation's activities are firmly representative of the audiences and target groups it serves in its work.

You will primarily work with colleagues in the Executive Office but will have the opportunity to interact with teams across the organisation.

#### **4. Our approach to equity, diversity and inclusion**

At WorldSkills UK we value equity, diversity and inclusion and recognise that it is critical to our success.

We are committed to creating an inclusive environment for all who work with us and strongly encourage applications from anyone who meets the specific criteria of the post regardless of age, disability, ethnicity, gender, gender reassignment, marital and civil partnership status, pregnancy, religion or belief or sexual orientation.

As a member of the Disability Confident Scheme, we guarantee interviews to all disabled candidates who meet the minimum criteria for our vacancies and are committed to making reasonable adjustments at all stages of the recruitment process to enable candidates to perform to the best of their ability.



#### **5. About the role**

An exciting opportunity has arisen for a Business Administration Apprentice to join our Executive Office – a central team at the heart of the organisation, supporting the Senior Corporate Services Manager to keep WorldSkills UK running smoothly and effectively.

This is a great role if you enjoy variety, working with lots of different people, and being in the engine room of the organisation. You'll support high-quality administration across the Executive Office, building experience in areas such as executive support, coordination, communications, HR Administration and office/ICT support.

As an apprentice, you'll receive structured training and on-the-job development, with support from your line manager, colleagues across the organisation, and the training provider. The role reports to the Senior Corporate Services Manager.

## **Job description**

**Role:** Business Administration Apprentice

**Team:** Executive Office

**Manager:** Senior Corporate Services Manager

### **Role purpose**

The purpose of this role is to provide administrative support to the Executive Office and provide a professional service to staff and managers to meet the business needs of WorldSkills UK.

### **Key tasks and responsibilities**

As a Business Administration Apprentice, you will support the Executive Office and wider team by helping with a range of tasks, including:

- Supporting the administration of contracts, including sending agreements via DocuSign and tracking completions.
- Helping to manage office facilities and supplies, including monitoring stock levels, ordering, and keeping shared spaces and meeting rooms organised.
- Raising purchase orders and tracking expenditure in line with organisational procedures.
- Assisting with internal communications, such as updating the intranet, preparing the weekly staff briefing and newsletter, and arranging meetings.
- Supporting the planning and coordination of staff events and team activities, including monthly breakfasts/lunches, quarterly all-staff meetings off-site, and the annual Winter Celebration. Tasks include booking venues, coordinating catering, sending invites, tracking RSVPs, and preparing event materials.
- Providing cover and general support for colleagues within the Executive Office as required.

### **3. General**

In addition to the key tasks and responsibilities set out above, all employees at this level are expected to:

- Contribute to the successful delivery of WorldSkills UK's strategic priorities and annual business objectives.
- Promote and comply with WorldSkills UK's Employee Handbook and the policies contained therein with particular reference to those related to Health and Safety and on Equity, Diversity and Inclusion.
- Carry out any other duty as may be reasonably assigned that is consistent with the nature of the job and its level of responsibility. Any significant

changes will be made in consultation with the post holder acknowledging experience, education and ability.

## **Person specification**

Key: [E] Essential / [D] Desirable.

### **Qualifications and experience:**

- Must be eligible to enrol on a Level 3 Business Administrator apprenticeship [E].
- Maths and English at Level 2 (or willingness to achieve these during the apprenticeship) [E].
- Experience of using Microsoft Office products [E].
- You do not need previous office experience — full training will be provided.

### **Knowledge and skills:**

- Excellent time management and prioritisation skills[E].
- Good communication skills with willingness to learn [E].
- Attention to detail in order to complete work to a very high standard [E].

### **Personal qualities and attributes:**

- Possess a strong work ethic and desire to achieve results [E].
- Able to maintain confidentiality at all times [E].
- A 'can do' flexible approach to work delivery focused on solutions [E].
- Excellent team player and collaborative approach to work [E].
- Able to build strong working relationships with colleagues at all levels of the organisation [E].

### **Special circumstances:**

- Prepared occasionally to work outside normal hours [E].

## **Summary of terms and conditions**

- Fixed-term in line with apprenticeship.
- The salary for this role is £22,222.
- WorldSkills UK offers a maximum employer's contribution to your pension of 6% of your basic salary, on the condition that you make an employee contribution to your pension of at least 3%. You may choose to contribute a higher percentage of your salary to your pension, subject to statutory limits.
- Normal place of work is Third Floor, 52-54 St John Street, London EC1M 4HF. This role is office based (as above) but with flexible hybrid working. It is expected the postholder will attend the office at least once or twice a week.
- Full time working hours are a minimum of 35 hours per week, normal working hours are 09:00 to 17:00 Monday to Friday although we pride

ourselves on having a flexible approach and are happy to discuss flexible working options with suitable candidates.

- 25 days' annual leave plus public and bank holidays.
- The post is subject to six months' probationary period with two weeks' notice during the probationary period and one month's notice thereafter.
- The offer of appointment will be subject to satisfactory references.
- Salaries are paid monthly by direct transfer on or about 21<sup>st</sup> of the month.

## **6. How to apply**

Applications must be submitted by **17:00 on Friday 20 February 2026**.

We welcome applications from people at the start of their careers and do not expect extensive experience — enthusiasm, willingness to learn and a positive approach are just as important.

### **Equity, diversity and inclusion monitoring**

As an organisation that is continually striving to ensure it is both diverse and inclusive in all areas of its recruitment and employment processes, we would like to collect some additional details from you. On this basis all applicants are asked to complete an Equity, Diversity and Inclusion Monitoring Questionnaire at [WorldSkills UK Recruitment Diversity Monitoring Questionnaire 2025-26 Survey](#).

This information is classed as sensitive data and you are not obliged to give it to us. You will not be disadvantaged in any way should you choose not to.

The information you supply is not used to process your application, nor does anyone directly responsible for the selection process ever have access to it. The data is pseudonymised and used to understand how best to meet our equity, diversity and inclusivity targets.

### **Process and timelines**

It is intended that an in-person interview will be held at our offices Third Floor, 52-54 St John Street, EC1M 4HF on Friday 6 March 2026.

Reasonable adjustments will be offered to all candidates; for further information please contact Andreea Ojog, Senior HR Manager at [jobs@worldskillsuk.org](mailto:jobs@worldskillsuk.org).