

Find an apprenticeship

Business Administration Apprentice

BROOKSBANK VALVES LTD
Keighley, (BD20 7BW)

Closes on Friday 29 August 2025
Posted on 12 May 2025

Summary

Supporting the Quality team, the right candidate will be organised, able to use their own initiative, with a strong work ethic. We will provide full training in all aspects of the role, and you will be supported through your apprenticeship training.

Wage £14,329.90 to £23,174.58, depending on your age
National Minimum Wage
[Check minimum wage rates \(opens in new tab\) \(https://www.gov.uk/national-minimum-wage-rates\)](https://www.gov.uk/national-minimum-wage-rates)
Pay will be confirmed in interview.

Training course Business administrator (level 3)

Hours Monday to Friday. Start time: 08.30 with flexitime option. Finish: 17.00 / 13.00, Friday.
36 hours 30 minutes a week

Start date Monday 1 September 2025

Duration 1 year 6 months

Positions available 1

Work

Most of your apprenticeship is spent working. You'll learn on the job by getting hands-on experience.

What you'll do at work

- Provide administrative support to the Quality and business operations teams.
- Assist with data entry and report generation for management review.
- Assist in maintaining and updating quality documentation, records, and procedures.
- Help manage non-conformance reports (NCRs) and track corrective actions.
- Ensure accurate filing and organisation of QA documents for easy access and retrieval.
- Liaising with other departments on projects
- Support internal audits and compliance checks to ensure adherence to ISO 9001 and industry regulations.
- Work closely with the Quality Engineers and Inspectors to support quality control activities.

Where you'll work

The Crossing Business Park,
Riparian Way,
Cross Hills,
Keighley,
BD20 7BW

► [Check your travel to work](#)

Training

Apprenticeships include time away from working for specialist training. You'll study to gain professional knowledge and skills.

College or training organisation

CRAVEN COLLEGE

Your training course

Business administrator (level 3)

[Understanding apprenticeship levels \(opens in new tab\)](#)
(<https://www.apprenticeships.gov.uk/apprentices/about->

[apprenticeships#UnderstandingApprenticeshiplevelsandqualifications\)](#)

What you'll learn

► [Course contents](#)

Your training plan

The apprentice will be expected to attend Craven College fortnightly and attend work the other 4 days. On the week they are not attending college, they are expected to attend work.

Requirements

Essential qualifications

GCSE in:

- English (grade 4)
- Maths (grade 4)

Let the company know about other relevant qualifications and industry experience you have. They can adjust the apprenticeship to reflect what you already know.

Skills

- Communication skills
- IT skills
- Attention to detail
- Organisation skills
- Problem solving skills
- Administrative skills
- Analytical skills
- Team working
- Initiative

Other requirements

Family owned and managed business. Been in business 70 years next year. Established core values within the business including safety, helpful, energy, accountable, excellence, innovate and fun, which create the foundation of what we do.

About this company

A UK based manufacturer with over 70 years of experience of high quality isolation valves in a range of Nickel Aluminium Bronze as well as other alloys, for the Naval Marine, Oil and Gas, Industrial Gas and Chemical markets.

<http://www.brooksbank.co.uk> (opens in new tab)
(<http://www.brooksbank.co.uk>)

After this apprenticeship

Prospect of permanent employment at the end of the apprenticeship with good career progression opportunities.

Ask a question

The contact for this apprenticeship is:

CRAVEN COLLEGE
Holly McFadyen
hmcfadyen@craven-college.ac.uk
07584212921

The reference code for this apprenticeship is VAC1000316762.

Apply now

Closes on Friday 29 August 2025

When you apply, you'll be asked to sign in with a GOV.UK One Login. You can create one at the same time as applying for this apprenticeship.

[Sign in to apply](#)
