

## Education and Employers Taskforce

### ‘Job Description’

Organisation Name	Education and Employers Taskforce
Contact	Rob Mckenzie (Finance and Administration Manager) 020 3206 0508
websites	<a href="http://www.educationandemployers.org">www.educationandemployers.org</a> & <a href="http://www.inspiringthefutre.org">www.inspiringthefutre.org</a>
Position Title	Advanced Administration Apprentice
Location:	2 <sup>nd</sup> Floor, Weston House, 246 High Holborn, London, WC1V 7EX
Training Wage:	Within a range of £10,000 to £15,000 per annum.
Pay review	Annual
Target Qualifications	Advanced Apprenticeship in Administration (Level 3).
Contract duration and progression	Following successful completion of a 12 month apprenticeship, assistance will be given to secure further employment and training.
Hours of work	9.00 to 5.00 Monday to Friday with breaks of one hour. Hours can be flexible to reduce travel difficulties.
Holidays	30 days paid holiday plus bank holidays
Duties	<p>Reporting to the Finance and Administration Manager and working as part of the Finance and Administration team:-</p> <ul style="list-style-type: none"> <li>• Administration: office administration and managing electronic and paper documents, planning and organising meetings, stationery management, supporting other team members, running projects, planning and co-ordinating events, organising business travel/accommodation, administering HR/Recruitment/Finance records.</li> <li>• IT: Inputting data and producing reports for the team.</li> <li>• Communication: making and receiving telephone calls, speaking face to face and communicating by email</li> <li>• Customer Care: Providing customer/client care to colleagues, partners and clients, monitoring and resolving problems</li> <li>•</li> </ul>
Person Specification	<ul style="list-style-type: none"> <li>• Qualified Administrator or equivalent level skill level - able to provide accurate and efficient administration</li> <li>• Intermediate (Level 2) IT qualification or equivalent skill level – a good knowledge of Microsoft Office, data bases and the internet.</li> <li>• Good Communication skills - able to communicate well by email, face to face and by telephone</li> <li>• Friendly and willing to help customers</li> <li>• Well organised and accurate</li> <li>• Able to solve problems and use own initiative</li> <li>• Interested in working in a small busy charity</li> </ul>
Interviews and assessments	Applicants will be asked to provide details of achievements and qualifications with a covering letter indicating the extent to which they meet each item on the person specification and their knowledge of the Education and Employers Taskforce. Applications are encouraged through the NAS website or directly through our website with a CV and a covering letter. Two referees will be required if you are invited for interview.
Training Partner	Redwood Skills
Advertising	The position will be advertised on the Apprenticeship website <a href="http://www.apprenticeships.org.uk">www.apprenticeships.org.uk</a> , via partners in the local area and in local schools and colleges.
Closing date	Closing date Friday 16 <sup>th</sup> August 2013 Approximate interview date – 23 <sup>rd</sup> August 2013 Possible start date first week in September