

MONMOUTHSHIRE COUNTY COUNCIL

JOB DESCRIPTION

POST: Foundation Apprenticeship in Business Administration

POST NO: MA

GRADE: PT £2.73 an hour for the first year

HOURS: 37 hours per week

BASED AT: Monmouthshire County Council Offices, Magor - Property Services

RESPONSIBLE TO: Hannah Reece - Administrative Assistant (Systems)

This is an exciting opportunity within Monmouthshire Youth Service as an Apprentice to gain valuable experience in a working environment. You will be supported in gaining a BTEC Level 2 Diploma in Business Administration.

Applicants must be over 16 years old and able to demonstrate an interest in Administration.

The successful applicant will be expected to have excellent organisational and communication skills with the ability to work as part of a team.

For an informal discussion about this post please contact Hannah Reece on 01633 644436 or hannahreece@monmouthshire.gov.uk

Please note that we are not able to accept CVs

Application forms can be obtained from: -

- www.monmouthshire.gov.uk
- Via email to: employeeservices@monmouthshire.gov.uk

Completed paper application forms should be returned to the following address:-

Employee Services, Monmouthshire County Council, PO BOX 106,
CALDICOT, NP26 9AN

Closing Date: 6TH February 2015

KEY RESPONSIBILITIES AND DUTIES

- Carrying out clerical duties as required by Office Manager e.g. word processing, processing of correspondence, filing maintenance of records, general clerical support
- Photocopying, binding and scanning
- Opening and distributing incoming mail
- Preparing, printing and emailing documents
- Answering telephone calls, redirecting calls, taking messages and passing them onto relevant officers
- Maintaining manual and electronic filing systems
- Inputting and extracting data from databases
- Other office duties that may be required
- Undertake relevant training as required

PERSON SPECIFICATION

POST: Foundation Apprenticeship in Business Administration

POST NO: MA

The successful candidate must be able to demonstrate:

- Basic computer literacy, including experience of using the Microsoft Office package
- Good communication skills
- Ability to prioritise work in order to meet deadlines
- Ability to work as part of a team
- Willingness to undertake any appropriate training including H & S
- Willingness to abide by the council's Equal Opportunities principles undertaking appropriate equality awareness

Requirements	High/ Med/	Tested
--------------	------------	--------

		Low	
Education/ Qualifications	Educated to a min 5 GCSE'S or equivalent	Medium	Application Form
Communication Skills	Have the ability to communicate well, with a variety of people	High	Application Form/ Interview
Aptitude and Skills	Have the willingness to learn and dedication to achieve	High	Application Form/ Interview
	Have the ability to be a team member	High	Application Form/ Interview
	Demonstrate an enthusiasm for working in an office environment	High	Application Form/ Interview
	Must be literate and numerate	High	Application Form/ Interview
Equal Opportunities	Willing to abide by the Council's Equal Opportunities Policy, including undertaking appropriate equality awareness training	High	Application Form/ Interview