

BUSINESS ADMINISTRATION APPRENTICESHIP

BASED AT BURTON BOROUGH SCHOOL

THE PERSON

You're aged 16 plus and interested in starting a career with the Council, perhaps looking for your first job after leaving school or college. You will combine work with training, working towards achieving nationally recognised qualifications while gaining valuable skills and practical experience.

Fixed term for 12 months

£95 per week

You must not be taking part in full time education, not possess a degree, as we are not eligible to receive funding from the LSC for those that have a degree and not already obtained NVQ 2 or 3 in Business Administration.

THE ROLE

You will assist with a range of duties including using a computer for word processing, inputting onto databases and spreadsheets; collating, photocopying and distributing information; dealing with telephone calls and responding to queries.

THE QUALIFICATION

You will study for a National Vocational Qualification (NVQ) 2 in Business Administration and a package of other qualifications.

The NVQ content will be tailored to suit the tasks you will be doing in your day to day work and you will receive support and guidance in building a portfolio of evidence to demonstrate your competence in the workplace.

TO APPLY -

You should contact the school for an **APPRENTICESHIP APPLICATION PACK** on **01952 386500**