**The English martyrs School and Sixth Form College**

**Job Title: Apprentice – Business Administration Assistant Date: 4th May 2018**

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|  |  | **Essential** | **Desirable** |
| **Qualifications** | 5 GCSE’s including English and Maths Grade A\*– C or equivalent (A)  Commitment to train further for NVQ qualifications or equivalent (A,I) | ✔  ✔ |  |
| **Faith Commitment** | Sympathetic to the ethos of a Catholic School (A, I, R)  Practising Catholic (A, R) | ✔ | ✔ |
| **Skills** | Ability to communicate clearly both face to face, telephone and in writing (A, I, R)  Competent in the use of Microsoft packages and a sound knowledge of excel (A,I,T)  Ability to input text and figures into a computer accurately (A, I, R)  Ability to use email and electronic messaging (A, I, R)  Ability to follow instructions (A, I, R)  Key personal qualities you feel you have that will make you a suitable candidate for this role | ✔  ✔  ✔  ✔  ✔  ✔ |  |
| **Personal Qualities** | Ability to demonstrate an interest in tasks (A, I, R)  Ability to work independently or as part of a team (A, I, R)  Good time keeping & punctuality (A, I, R)  Honesty, Integrity, committed, hardworking (A, I, R) | ✔  ✔  ✔  ✔ |  |
| **Important Other Information** | The National Minimum Wage (NMW) for Apprentices is £3.40 per hour. This applies to 16-18 year old Apprentices and those aged over 19 in the first year of their Apprenticeship. For all other Apprentices the National Minimum Wage appropriate to their age applies.  **The Wage for Apprentices applies to both time spent on the job plus time spent training.**  More info is available at  <http://www.direct.gov.uk/en/Employment/Employees/theNationalMinimumWage/DG>  Please note this is a term time position and you will be paid pro rata to the number of weeks worked. The candidate will be paid for 43.7 weeks in total (this includes holiday pay) and the annual salary will be paid in equal monthly instalments. | n/a  n/a |  |