

## Apprenticeship Vacancy Template

Vacancy Details	
<b>Vacancy Title</b> Must include word Apprenticeship	Business Administration Apprentice
<b>Apprenticeship Qualification</b> Preferred Apprenticeship Framework/Standard	Level 3

Employer Details	
<b>Employer Name</b> This should be the employer's full registered name	Warren Services Ltd
<b>Employer Address</b> Please provide the full address, including postcode	4 Fison Way, Thetford, Norfolk, IP24 1HT
<b>Contact Name &amp; Details</b> Please provide these details for the main contact for the employer	Estee Ross estee@warrenservices.co.uk
<b>Employer Website</b>	www.warrenservices.co.uk
<b>Full description</b> Please include: The role and how it fits within the organisation, the department, area or team that the vacancy applies to, key responsibilities and the day to day contact within the organisation	Deal politely and promptly with visitors and telephone enquiries and messages to ensure professional image is maintained Provide general administration assistance to team Outlook diary and meeting room management where applicable Assist with pre planning of Engineering jobs to support the team Assist with purchasing activities like purchasing low cost items, progressing purchase orders, chasing order acknowledgements. Assist with the typing of documents and input to reports etc Undertake printing, copying and collation of documents
<b>Number of positions</b>	one
<b>Working Week</b> Please include: Working days, Times to detail shift work and summary of the hours	5 days per week, one day allocated to study/College  Hours of work-8.30am-5.00pm with a 15 minute paid tea break and a 30 minute unpaid rest break
<b>Future prospects description</b> This should be completed so that applicants can see the opportunities which the vacancy could lead to, but this must be realistic. For example, a low starting wage may be offset by future prospects.	Administration is a massive part of our business and the prospects of this job could lead to roles within the planning department, purchasing or sales and marketing. We are a fast paced environment where you can gain much needed experience in a busy office whilst training at the same time.
<b>Employer Description</b> This should clearly describe what the employer does. Please reflect the size, location and environment where possible.	Warren Services was founded in 1990. We are proud of our record of providing high quality manufacture of components and mechanical / electrical sub-assemblies to agreed schedules offering turnkey solutions in engineering and <u>design</u> . We are also very proud of our commitment and knowledge of Apprenticeships that we have been offering for many years. We are based at two sites in Thetford and currently employ approx. 95 employees.
<b>Vacancy Location</b> This is the address where the Apprenticeship will be based.	4 Fison Way, Thetford, Norfolk, IP24 1HT

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<b>About the Candidate</b>	
<p><b>Skills required</b> List the key skills required. Please specify where skills are essential or where they are desirable.</p>	<p><b>Desired skills</b> Knowledge of Microsoft Office packages, including Word, Excel, PowerPoint, Outlook Previous experience in an admin or receptionist role - desirable Some experience of general administration support to a team of professionals - desirable</p>
<p><b>Qualifications required</b> List only if required as the apprentice will complete qualifications as part of the Apprenticeship. Please specify where prior qualifications are essential or where they are desirable.</p>	<p>At least 3 GCSE's at grade C or above or equivalent including English and Maths</p>
<p><b>Personal qualities</b> List the key personal qualities required. Please specify where essential or desirable.</p>	<p><b>Personal qualities</b> Good verbal and written communication skills Good telephone manner Professional appearance Self-motivated and proactive approach Ability to manage time with multiple tasks and within deadlines Team player with good problem solving skills</p>

<b>Additional Detail</b>	
<p><b>Important Other Information</b> Important additional information:</p> <ul style="list-style-type: none"> <li>• Requirements</li> <li>• Salary</li> <li>• Benefits</li> <li>• Hours</li> <li>• Travel</li> </ul>	<p>£8320.00 salary per year</p>
<p><b>Reality Check (e.g. benefits but also challenges of the role to give applicants a realistic outline of the role)</b> This should be completed when it is important for the candidate to be aware, for example, that the vacancy will be based outdoors or will involve long of periods of working on a computer.</p>	<p>You will be working in an extremely dynamic and challenging environment, which can sometimes be noisy. You will need to be able to still carry out your daily tasks without being too distracted. You will be supported however you will be expected to also work on your own initiative at times, you may also be expected to carry out work experience in other parts of our business so you fully understand your role.</p>
<p><b>Please list two questions you would like to ask the applicant to answer on their application form.</b></p>	<p>What qualities can you bring to a team? Have you got a keen eye for details, please give an example.</p>

<b>Key Dates</b>	
<p><b>Closing Date of Vacancy</b> We recommend allowing at least 3-4 weeks for applicants to apply</p>	<p>31.05.17</p>
<p><b>Interview Date(s)</b> The date from when you plan to</p>	<p>05.06.17</p>

commence interviews.	
<b>Employment Start Date</b> The date from when applicants should be available to commence employment if successful.	ASAP

***Please return form to your selected Business Development Advisor or to;***

***[apprenticeships@wsc.ac.uk](mailto:apprenticeships@wsc.ac.uk)***

***Tel: 01284 716246***

***Out Risbygate, Bury St Edmunds, Suffolk, IP33 3RL***