

Job Advert

Admin Apprentice



We are looking for someone to join our team to fill the role of:

Admin Apprentice

We want to hire someone with a learning disability and/or an autistic person for this role.



Who can apply?

To apply you should:



- Be over 18 years of age
- Live in County Durham or Darlington
- Be able to travel to Bishop Auckland for work.
- Be an adult with a learning disability and/or autistic adult
- Have the right to live and work in the UK
- Have lived in the UK for 3 years or more
- Have GCSEs or qualifications worth the same for English or Maths. This includes:
 - GCSE Grade 4+
 - GCSE grade C or above
 - Key Skills
 - Functional Skills
 - Adult Literacy & Numeracy Level 2





Job Information



As an apprentice, you will complete a Level 2 Customer Service qualification as part of your job.

You will have time during your working hours to complete the qualification and we can support you with this.



Salary: you will earn £4.81 per hour. This means you will earn £144.30 a week, which is £7,503.60 in total for the year.

If you are worried about how this might affect your benefits, please contact us and we will try and help you.



You will work 30 hours each week. The apprenticeship is for 1 year only. It is a temporary contract.

We can support you to complete the easy-read application pack.



You need to send us your completed application form by **5pm on Thursday 25th August 2022**.

If you have any questions about the apprenticeship, please contact a member of the team.



Telephone – 01388 449410

Email – hello@bridgecreative.org



What is an apprenticeship?

An apprenticeship is a real job where you learn, gain work experience and get paid through a mix of work and training.



You will be an employee of Bridge Creative and will have a contract of employment.

During, and at the end of your apprenticeship, you will be tested on some of the things you have learned at work

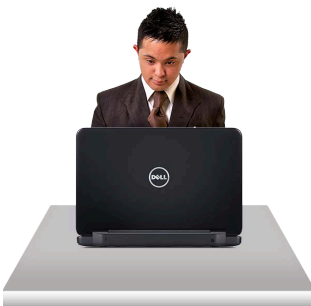


What is an Admin Apprentice?

You will work at our new centre in Bishop Auckland in the reception area covering a range of different tasks.

This includes:

- Welcoming visitors to the centre.
- Answering questions people have and showing people to their rooms in the centre.
- Taking room booking and meeting requests and keeping the database up to date on the computer.
- Speaking with staff, customers and visitors over the phone, by email and in person, and always giving good customer service.
- Spotting any problems and letting the centre manager know.
- Working closely with the Centre Operations Apprentice.
- Take part in team meetings.
- Using a computer and our online system.
- Create accessible easy-read information
- Updating the website and social media pages.



Your work might include:



- Helping to set up meeting rooms including preparing tea, coffee, snacks and refreshments.
- Sending lots of emails and answering the phone.
- Printing, shredding and general admin tasks from other members of staff.



What type of person are we looking for?



- Someone who is very friendly, helpful and has a nice personality - you will be the first person people see when they visit the centre.
- Confident and clear when speaking to different people including customers, staff, directors and visitors.
- Excellent organisational skills.
- Professional and keen to work.
- Able to support other members of the team.
- Able to use a phone and a computer well, including Microsoft Word.
- Excellent communication skills.
- Able to spot when someone needs a hand.
- Can come up with ideas and ways to make things better.
- Can travel to Bishop Auckland for work (with support if needed).



When you fill in your application form, tell us about the skills on this list that you have.

Try and give examples of when you have used them.

We will use this to choose who we want to interview.



What support is available if I get the job?

You will work on your own a lot of the time (with support if needed), and you will have a manager who will support you.

We can support you with an Access to Work application if needed.

It is important to us that staff feel safe and happy in their role and we have policies and procedures in place to make sure this happens.

We can pay for any traveling you do as part of your job. We can chat with you about this if you are successful.



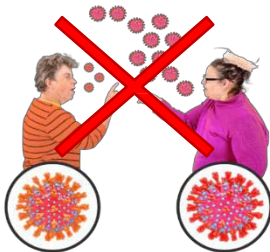
Important information

You will need to complete an Application Pack. You can contact us to get an application pack and we can support you to complete it, or visit our website to download the application pack - visit www.bridgecreative.org/work-with-us.



This role will be based at our new centre - 1 Dorset Place, Bishop Auckland, DL14 6TH.

We have a COVID-19 policy in place which is updated regularly in line with the latest guidance.



You will need to complete a DBS check before starting work.



You will need 2 references:

- One from a family member or friend,
- One from a professional that has known you for over 2 years. This could be a manager from another job, a support worker, or a teacher.



You must send your completed application to us by email to bridgecreative@outlook.com by 5pm on Thursday 25th August 2022.