

APPRENTICESHIPS - EMPLOYER VACANCY DETAILS

For all appropriate employer vacancies please **fully** complete this form and return to the Business Development & Training Unit for the vacancy to be posted onto the National Apprenticeship Service's 'Apprenticeship Vacancies' website.

EMPLOYER DETAILS	
Company Name	Sleigh & Story Ltd
Contact Name	Debbie Story
ERDS Number	
Employer Description	Sleigh & Story are a fast growing, modern-day firm of Chartered Certified Accountants providing a wide range of accountancy and taxation services.
Address	Thornhill Brigg Mills, Thornhill Beck Lane, Brighouse HD6 4AH
Telephone	01484 723783
Email	debbie@sleighandstory.co.uk
Website address	http://www.sleighandstory.co.uk/
Number of vacancies	1
Number of Employees	10
VACANCY DETAILS	
Vacancy Title	Administration Apprentice
Vacancy Short Description	<p>This is an exciting apprenticeship opportunity to work for a fast-moving company undertaking varied duties.</p> <p>You will be working for Sleigh & Story Ltd and be part of a hardworking and friendly team.</p>
Vacancy Full Description	<p>The role will include various administration duties with the aim to develop and have more responsibility during your apprenticeship. The role will include some of the following areas:</p> <ul style="list-style-type: none"> • responsibility for the maintenance of the practice's client database - including reporting to managers on deadlines and issues • customer facing reception duties • invoicing • general administrative duties including typing correspondence by e-mail and letter, including creating letters of engagement • to undertake filing, scanning, record keeping, photocopying and distribution of relevant documents. • using Microsoft Packages, in particular Word, Excel and PowerPoint • to deal courteously and efficiently with all visitors. • answering the telephone in a professional manner and dealing with client phone calls and enquiries • inputting data onto internal systems with a high level of accuracy

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	<ul style="list-style-type: none"> • printing accounts • providing refreshments for visitors when required • assisting all members of the team as and when required • dealing with requests for information • ensuring that the Policies of the company are observed and that good practice is encouraged, particularly in the areas of Health & Safety, Equal Opportunities and confidentiality. <p>The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by the organisation which is relevant to your post within the company to meet the overall business objectives.</p>
Weekly wage (Min £2.73 hour)	£135.00 a week £3.60 an hour
Working hours	37.5 hours Working Monday – Friday 09:00 – 17:00 One day at Kirklees College - Wednesday
Future Prospects	<p>There is a strong possibility that you will gain a permanent position following successful employment as well as achievement of the full apprenticeship qualification.</p> <p>There may also be further apprenticeship/other training available following successful employment and achievement of the apprenticeship qualifications</p>
Framework Code (e.g. 106 Engineering)	Business Administration
Level of Apprenticeship	2
Summary of Training to be provided	<p>NVQ Diploma Business Administration – The NVQ qualification starts on date of employment - Evidence is gathered and assessed in the workplace.</p> <p>Principles of Business and Administration The candidate will understand the following: Organising and administering meetings, manage diary systems, how to use different office equipment, organisation of travel and accommodation, use of mail services in a business, understand customer service in a business, how to prepare different types of business documents, understand data protection, confidentiality, copyright, security, how information is managed in business organisations, laws, health and safety as well as confirming understanding of the company's policies - Delivered in college – The delivery starts in April or September, on a Wednesday.</p> <p>FUNCTIONAL SKILLS</p>

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	<ul style="list-style-type: none"> ○ Maths Level 1 then 2 ○ English Level 1 then 2 ○ ICT Level 1 <p>(Exemptions may apply if GCSE Grade C or equivalent has been achieved in relevant subject within last 5 years)</p> <p>You will be required to attend college one day per week for this training.</p>
Expected Duration (in months)	12 months
Skills Required	<ul style="list-style-type: none"> ● Somebody who has excellent communication skills, who is polite, clear and has professional telephone manner. ● Requires a high level of attention to detail ● Must have a good level of literacy skills. ● IT literate and have a good understanding of Microsoft Packages. ● Required to work to deadlines, with good time management. ● Good numeracy skills. ● Confident in using email and the internet. ● The successful candidate will be organised. ● Willing to work effectively in the team.
Personal Qualities	<ul style="list-style-type: none"> ● An enthusiastic individual with a positive attitude ● Flexible approach to work, willing to go the extra mile to get the job done ● Must be punctual as well as having a good attendance record ● Ability to work on own initiative, when required ● Ability to work effectively as both part of a team and as an individual, ● Respond positively to the demands of a varied workload. ● Friendly and approachable. ● Commitment to undertake continued training and development.
Entry Criteria (e.g. qualifications)	Grade C or above in Maths, English and IT or equivalent would be preferred but each person will be considered on their individual merits.
Reality Check	<p>Located just outside Brighouse town centre.</p> <p>There are good bus links with the main Brighouse bus terminal within a ten minute walk. Brighouse train station is within a twenty minute walk.</p> <p>Please check the time it will take for you to travel as well as the cost.</p>

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	<p>'The first 3 months of your employment shall be a probationary period and your employment may be terminated during this period at any time on 1 week's prior notice. We may, at our discretion, extend this period for up to a further 3 months. During this probationary period your performance and suitability for continued employment will be monitored. At the end of your probationary period you will be informed in writing if you have successfully completed your probationary period.'</p>
<p>Important Additional Information</p>	<p>Following applying for this vacancy the first stage, after your initial application, will be to attend an interview with Nichola Barnes at Kirklees College, Huddersfield. If you do not attend this interview your application will not progress any further.</p> <p>For any further information on this vacancy please contact Nichola Barnes at Kirklees College on E-mail: bpsapprenticeships@kirkleescollege.ac.uk or Tel: 01484 437066/07788390025</p> <p>NO CONTACT should be made with the employer at this initial stage, the College is more than happy to help you with any queries you may have.</p> <p>Candidates will be asked to complete a literacy & numeracy assessment as part of their application.</p> <p>This vacancy may close early if sufficient applications are received. Please ensure you apply early to avoid disappointment.</p> <p>The current National Minimum Wage (NMW) rate for apprentices is £2.73 per hour (From the 1st October 2015 the NMW for apprentices will be £3.30). 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 Minimum Wage for Apprentices applies to time spent on the job plus time spent training.</p>
<p>Two questions related to this vacancy that you would like applicants to answer at the application stage (please complete or this may delay the vacancy being advertised)</p>	<ol style="list-style-type: none"> 1. Why do you want to work for the company? 2. What are your ambitions for the future?
<p>Form completed by</p>	<p>Kate Taylor</p>

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Date Completed	13/07/2015
Date received by BDTU	
Date completed on website	
Input by	
End date (must be advertised for a minimum of 2 weeks)	
Interview date	Week commencing 27 th July
Start date	As soon as possible