**Business Administrator Apprentice (Romford, Essex)**

**REF: PC**

**Apprenticeship summary**

**Apprenticeship standard Business administrator Level 3 (A level)**

**Annual wage - £9,609 (Rising to £11,648 on 1st April 2024 in line with the National Minimum Wage requirements)**

**Working week - Monday to Friday; 9.00am to 5.00pm with 1-hour unpaid lunch each day. (35 hours a week)**

**What will the apprentice be doing?**

***An excellent opportunity for someone that is keen to learn more about care. We are looking for an administrator apprentice to join our successful company. This is an exciting opportunity for a well organised reliable and practical person who may want to progress their career. You will be maintaining and updating client files and preparing staff files.***

* To be responsible for the efficient running of the office.
* Managing correspondence.
* Communicate with clients with regard to their care.
* Maintaining and updating Client file and preparing staff files.
* Chasing References.
* Advertising and Booking interviews.
* To liaise closely with the Care Manager, Assistant Manager, Care Co-ordinator, Care Supervisor, Office Administrator, clients and care workers.
* General office duties.
* Maintaining filing system.
* Answering phone calls.
* Ensuring staff training is up to date.
* Adhering to Company’s Policies and Procedures.
* To adhere to all Prestige Care & Support Ltd systems.
* Any other ad hoc duties that are requested.
* Liaise with Local Authority and other health professionals.
* To meet and greet clients and visitors and to provide refreshments.

**What training will the apprentice take and what qualification will the apprentice get at the end?**

Full training will be given leading to a recognised Business Administration Apprenticeship Standard Level 3 Qualification

Full on-the-job training will be delivered

Off-the-job training will be supported by our training provider - Davidson Training UK Ltd

You will complete the Functional Skills in maths and English up to and including Level 2 (if you don't already hold the equivalent)

All training will be delivered within the workplace during working hours

**What is the expected career progression after this apprenticeship?**

Future prospects of a full time position within our organisation should you be successful within the progression of your apprenticeship.

**Desired skills and personal qualities**

* Communication skills
* IT skills
* Organisation skills
* Customer care skills
* Administrative skills
* Team working
* Initiative
* Non judgemental
* Understanding
* Interpersonal skills
* Professionalism
* Flexible and reliable
* Excellent telephone manner

**Qualifications**

* GCSE or equivalent English (Grade A\*- C or 4-9) ESSENTIAL
* GCSE or equivalent Maths (Grade A\*- C or 4-9) ESSENTIAL

**Things to consider**

Candidate should have a caring nature and be confident to talk to clients face to face and on the telephone.

Preferably a car driver but not essential.

You must understand it is an apprenticeship wage and it is not a stop gap, we want to train you and for you to grow with us.

**About the employer**

We have dedicated care workers who are experienced, trained and fully qualified. We work together as a team to help improve the quality of life for people with care needs throughout the Borough of Havering. We know and understand how important it is for our clients to stay as independent as they can be and we are here to help support you by designing a tailor made package.