

Directorate: Strategic and Corporate Services
Unit/Section: Governance and Law
Grade: Apprentice Level 2
Responsible to: Business Support Office – Legal

Apprenticeship Training Details

Name of Apprenticeship Standard: Business Administration
Level of Apprenticeship: Level 2
Length of Study: 12 months

Purpose of the Job:

The purpose of the role is to provide day-to-day clerical and administrative support for the taking a proactive role in the team's day-to-day functioning, assisting in the smooth running of support functions.

Main duties and responsibilities:

To assist with the sealing and signing of legal documents; to record and update information, including accurate recording on computing systems.

To use Microsoft applications to produce all types of documents and presentations.

The sorting of all incoming post and that matters are referred to the correct Team / Officer for action and also to prepare all outgoing post for the appropriate method of dispatch.

Undertake general office duties including photocopying, scanning, delivering/collecting documents.

Service and maintain office equipment.

Booking of internal and external meetings.

Welcome and receive visitors occasionally.

To assist with the retrieval of deeds and archiving.

To be able to deal with internal and external clients including Members of Kent County Council.

Undertake varied administrative tasks assigned by the Office of the General Counsel, Democratic Services, Business Support Officer – Legal and to assist with the smooth running of the unit.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: *Business Support Apprentice*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> Note - Entry level apprenticeships do not require minimum level qualification for Math's and English as these functional skills can be incorporated as part of the apprenticeship. For all other apprenticeship training please refer to the apprenticeship standard/framework for qualification requirements.
EXPERIENCE	Strong experience of using IT packages such as Word, Excel, Outlook and PowerPoint.
SKILLS AND ABILITIES	<p>Good literacy and numeracy skills- ability to read and write, put items in alphabetical order, add and subtract figures and use a calculator</p> <p>Ability to retain and use a range of new information and to listen and follow instructions from a supervisor or manager.</p> <p>Good communication and team working skills and customer friendly nature.</p> <p>Confidence and ability to use own initiative but also seek clarity if unsure.</p> <p>Ability to accurately record information on varied systems.</p> <p>Ability to work confidentially.</p>
KNOWLEDGE	<p>Awareness of equalities and diversity issues – respecting the needs and views of other people.</p> <p>Awareness and understanding of health and safety issues within the workplace, once these have been explained.</p>
BEHAVIOURS AND KENT VALUES	<p>Kent Values:</p> <ul style="list-style-type: none"> We are brave. We do the right thing, we accept and offer challenge We are curious to innovate and improve We are compassionate, understanding and respectful to all We are strong together by sharing knowledge We are all responsible for the difference we make