



Employer	Jet Jobs Education & Training
Learning Provider	Delivered by Newcastle City Council.
Contracted Provider	Newcastle upon Tyne City Council
Learning Delivery Site	Newcastle City Council

Vacancy Description

Main Duties

- The following list is typical of the level of duties which the post holder would be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.
- To perform reception duties, meeting and greeting beneficiaries and other external customers, process routine correspondence and answer general enquiries.
- To undertake general clerical duties such as dealing with telephone enquiries, filing, photocopying, sending faxes, preparing materials for publicity, updating notice boards.
- To utilise computer software packages including Word Processing, Databases, Spreadsheets, Desktop

Publishing and other new technology, to provide a comprehensive administration service.

- Maintain office supplies and maintain accurate expenditure records.
- To actively promote and ensure the implementation of all policies adopted by JET in relation to equal opportunities.
- To participate in relevant training, which will contribute to personal development and furthering the aims of the service.
- To undertake any other duties necessary commensurate to the nature of the post.

Key Details

Vacancy Title	Reception/Administrative Apprentice
Employer	Jet Jobs Education & Training

Employer Description

We are a registered charity and we help people from the BME (Black Minority Ethnic) community, asylum seekers, refugees and New Migrant communities to find work, improve their skills and to integrate into the community.

Web Site	http://www.jetnorth.org.uk/
Vacancy Location	Grainger Park Road Newcastle upon Tyne Tyne and Wear NE4 8RY

Working Week	Mon - Fri 9:30 - 4:00pm
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Weekly Wage	£ 79.50
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Number of Vacancies	1
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Small Employer Wage Incentive	<input checked="" type="checkbox"/>
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Vacancy Reference Number	VAC000243299
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Key Dates

Closing Date For Applications	08/03/2013
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Interview Begin From	22/03/2013
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Possible Start Date	15/04/2013
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Training

Training to be Provided

Level 2 certificate in Principles of Business Admin

NVQ Level 2 in Business Admin, Functional skills in Maths, English and ICT.

Learning Provider	Newcastle City Council
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Learning Provider Description	At Newcastle City Learning we are committed to helping you achieve your goals and getting
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the most from your
Apprenticeship.

Contact Details

Apprenticeship Coordinator
0191 2986966 or email
newcastlecitylearning@newcastle.gov

Vacancy Type

Intermediate Level
Apprenticeship

Apprenticeship Framework

Business and Administration
(CFA)

This Learning Provider has
achieved a sector success rate
of 85% for this type of
apprenticeship training.

Expected Duration

Approx 12 months

Skills Required

A desirable skill for this position is that you can speak a second language, preferably Czech Roma.

ESSENTIAL

- Communicates clearly orally and in writing
- Able to use Microsoft applications, Word, Access, Excel, Publisher and E-mail.
- Good literacy and numeracy skills.

DESIRABLE

- Ability to organise training or similar events.

- Effective organisational skills.
- A community language

EXPERIENCE

- Experience of using IT equipment and packages.

DESIRABLE

- Experience of using Microsoft Publisher
- Experience of reception duties
- Minute taking skills

Qualifications Required

ESSENTIAL

- Level 2 in English Language.

DESIRABLE

- ECDL or equivalent

Personal Qualities

- Able to communicate effectively with a wide range of people, face-to-face and by telephone.
- Reliable
- Able to handle situations coolly and positively.
- Self motivated.

- Positive and flexible attitude to work.
- Able to work under own initiative and as part of a team.
- Outgoing personality.

SPECIAL REQUIREMENTS

- Good time-keeping and attendance record

Important Other Information

This Apprenticeship opportunity is funded through the Apprenticeship Plus fund which is aimed at encouraging 16-18 year olds from Newcastle to gain employment.

Future Prospects

Possibility of a permanent position within the company for the right candidate.

Reality Check

Please ensure you can travel to the employer location on a daily basis early in the morning. You will be expected to pay for your own travel to and from work so please check locality of employer, the further away you are the more it will cost.

You may want to check your travel route via this link

[http://jplanner.travelinenortheast.info/jpclient.exe?
newQuery=newQuery](http://jplanner.travelinenortheast.info/jpclient.exe?newQuery=newQuery)

Your training will be once a fortnight at Westgate Community

College but the travel costs will be paid for by the employers

Additional Application Form Question - 1

Can you speak a second language? If so, what language is it?

Additional Application Form Question - 2

Why are you the best candidate for this position?
