DWP Bid Unique Identifier   (DWP use only)

Job title   Administrative Assistant

Company name and   The Henry Cort Community College

Job summary (Outline of the job description including key responsibilities and detail of the skills the young person will develop and details of homeworking. Please provide as much detail as possible Please do not use bullet points)
This is an exciting opportunity to learn new skills and gain valuable experience whilst working in a school environment. The Admin Assistant will contribute to the smooth running of the College's reception, postal, telephones, stationery and hospitality facilities. They will apply a wide range of standard processes and procedures under supervision and produce and process routine documentation/correspondence. They will also assist in running the Student Reception, dealing with a wide variety of enquiries from students to ensure their needs are met. The Henry Cort Community College enables students to develop into assured, capable, enterprising young people with the knowledge and skills to achieve their goals. The Henry Cort Community College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all successful candidates, this will be covered by the employer. To apply for the position, you will be required to fill in our application form. When we receive this, your application will be assessed and you will be considered for interview. You will hear back within one to two weeks. If you are not successful, you will be provided with feedback about how to improve your application next time.

Essential skills, experience and qualifications (please do not use bullet points)	Applicants will have good written and oral communication skills (GCSE level 4 or above in Maths and English), a keen eye for detail and the ability to multi-task, so good organisational skills are needed. Effective interpersonal skills are needed to deal with enquiries from both the public, staff and students and the ability to work well as part of a team. They will be proficient in Microsoft Office applications. An awareness of the importance of confidentiality is essential in order to protect both staff and student data.

Job category (DWP use only)

Number of hours per week   25

Working pattern and contracted hours (including any shift patterns)

9am - 2.30pm (including 30 minutes unpaid lunch break)

Hourly rate of pay   National Minimum/living Wage

Details of employability support (training opportunities/mentor)

The Henry Cort Community College will provide job application support and interview preparation. The sessions will be delivered towards the end of the placement by experienced Careers Advisors. Around two days of training will be offered.

Kickstart employees will have the possibility to provide feedback during weekly line management meetings, which will be acted on and reviewed. There will also be an exit interview at the end of the placement.

Closing date for applications

Using the table on the next page please provide details for each Job by location.