



# HOPSCOTCH

Children's Nurseries

## **JOB DESCRIPTION – APPRENTICE ADMINISTRATION ASSISTANT**

Full time position:	37.5 hours a week
Holiday:	28 days per annum including 8 statutory holidays (3 days to be taken during the Christmas closure)
Salary Band:	£7,897.50 to £13,747.50 per annum
Contract:	Fixed for 12 months
Notice period:	4 weeks
Training towards:	Level 2 in Business Administration (government funding available for 17 – 19 year olds)

This position is in line with government targets of getting new school leavers into employment.

### Requirements

- A-C grades GCSEs inc English and Mathematics
- PC literate and knowledge of MS office applications, email and internet
- Ability to undertake training Level 2 in Business Administration
- Enthusiastic, self-motivated and willing to learn
- Two satisfactory relevant references
- This post is subject to a DBS check at Enhanced level.

### General Duties

To work as part of, and contribute positively to, the staff team.

Assist in a wide range of general office administrative tasks, such as:

- Sort and distribute incoming post
- type documents
- email and internet
- internet shopping and equipment orders
- photocopying, laminating, printing and filing various documents
- take payments using debit/credit card terminal
- make up and send out prospectuses and other material
- order and maintain stocks of supplies
- assist in HR administration as required
- deal with customer queries, where appropriate
- assist in the smooth running of a professional office
- maintain efficient and organised office environment
- liaise with other office based staff

This list is not exhaustive

To work diligently and in cooperation with the Training Agency to achieve the Level 2 Business Administration qualification within the contracted period

To comply with confidentiality of all information

To comply with applicable Hopscotch Policies and Procedures

To promote at all times good relations between staff members, parents and children, and to always promote the good name and ethos of Hopscotch.

To attend occasional team meetings, company events, training courses, etc, sometimes out of your office hours.

Any other reasonable duties as deemed relevant.