

**VACANCY FORM  
APPRENTICESHIP**

<b>Employer:</b>	RAYLEIGH TOWN COUNCIL
<b>Employer Address:</b>	THE PAVILION, KING GEORGE V PLAYING FIELD, BULL LANE, RAYLEIGH, ESSEX, SS6 8JD
<b>Employer Website:</b>	<a href="http://www.rayleightowncouncil.gov.uk">www.rayleightowncouncil.gov.uk</a>
<b>Employer Description:</b>	<b>LOCAL GOVERNMENT</b>
<b>Occupation Sector</b>	ADMINISTRATION
<b>Company Size</b>	3 STAFF CURRENTLY EMPLOYED
<b>Ease of Bus Links</b>	VERY GOOD
<b>Ease of Train Links</b>	VERY GOOD
<b>Employer Contact:</b>	MRS KERRY CUMBERLAND
<b>NAS Contact:</b>	MRS K CUMBERLAND TOWN CLERK RAYLEIGH TOWN COUNCIL 01268 741880 <a href="mailto:clerk@rayleightowncouncil.gov.uk">clerk@rayleightowncouncil.gov.uk</a>

<b>Vacancy Details</b>	<b>Employer Specifics and Additions/Changes</b>
<b>Vacancy Title:</b>	ADMINISTRATIVE ASSISTANT
<b>Number of Positions:</b>	1

Vacancy Details (cont.)	Employer Specifics and Additions/Changes
<p><b>Vacancy Short Description:</b></p>	<p>Working as part of a small team to support the work of Rayleigh Town Council.            General administrative duties, use of office equipment, computer input, assisting with organisation of Town Council events such as Christmas Lights, Rayleigh in Bloom and Award Presentation Evenings.</p>
<p><b>Vacancy FULL Description:</b></p>	<p>To work as part of a team providing support to the Town Council under the guidance of the Town Clerk. To liaise with Councillors, members of staff, local authority officers, organisations and members of the public as required.</p> <hr/> <p><b>1 General Administrative Duties</b></p> <ul style="list-style-type: none"> <li>• Inputting data to computers including software packages for Finance, Allotments and Planning Applications</li> <li>• Answering telephone</li> <li>• Filing</li> <li>• Updating website</li> <li>• Dealing with incoming and outgoing post and emails</li> <li>• Design and laminating of posters and flyers</li> <li>• Keeping notice boards up to date around the town</li> <li>• Photocopying and scanning documents</li> <li>• Monitoring stationery cupboard and ordering supplies</li> <li>• Assisting at site visits within Rayleigh</li> <li>• Involvement in the organisation of events for Christmas Lights, Rayleigh in Bloom, Remembrance Day and Award Presentations</li> <li>• Occasional paid attendance at events and meetings in the evenings.</li> </ul> <p><b>2</b> This job description is for information purposes and the Council reserves the right to amend its content at any time,</p>

	following consultation with the post-holder.
<b>Weekly Wage</b>	31 hours per week at £3.50 per hour. To be reviewed after first 6 months in post. To be updated in accordance with legislation
<b>Working Week</b>	4 days with 31 hours a week 1 day per week attending college or in house training 24 hours over 4 days per week at 6 hours per day (9.00am to 3.00pm with unpaid optional break of up to 30 minutes) and
<b>Annual Holiday entitlement</b>	4 weeks per year.
<b>Course Duration</b>	To be specified by college, expected to be 15 months.
<b>Future prospects description:</b>	Opportunity to be employed by Rayleigh Town Council as an Administrative Assistant on completion of this apprenticeship (Level 2 Business Admin Course) and on condition of satisfactory work record.

<b>Employee Details</b>	<b>Employer Specifics and Additions/Changes</b>
<b>Skills required:</b>	Good organiser with ability to prioritise work effectively Good computer skills including Word, Publisher, PowerPoint, Excel Good oral, written and numeric skills
<b>Personal Qualities:</b>	Ability to work well with colleagues Ability to communicate with public and Councillors on telephone and in person A mature and responsible approach to work, with a willingness to be adaptable and flexible.
<b>Qualifications Required:</b>	At least 5 GCSEs with grades A – C including Maths and English