**DORCHESTER TOWN COUNCIL JOB DESCRIPTION**

**Post: BUSINESS ADMINISTRATION APPRENTICE**

**Report to: DEPUTY TOWN CLERK**

**DUTIES**

1. To deliver a series of Projects based on the Council’s activities and to undertake a range of Research tasks to provide the Council with evidence to support its decision making
	* Collecting raw material into databases and Geographical Information systems
	* Presenting material in a format that makes it accessible to a wider audience
	* Setting up and maintaining systems to collect a wide range of project related data
	* Carrying out Market Research exercises, both for routine operations and at Council events
	* Examples of projects the apprentice is likely to undertake include Equipment Inventories, a Heritage Asset catalogue, Utility Consumption Monitoring, Event User reports, Wednesday Market users
2. To make a contribution to supporting the workload of the Office based teams
	* Customer contact (Phone answering, Post, Reception)
	* Finance (Preparing Payments and Invoices, researching financial transactions)
	* Providing support at Events (Community, Business, Mayoral)
	* Filing & Electronic Filing
3. Providing a resource to the Council’s partners
	* Undertaking functions outlined at 1. & 2. on behalf of the Council’s partners, e.g. Arts & Museums, Sport, Community
4. Undertaking an appropriate course of study related to the field of Business Administration
5. Any other duties consistent with the needs of the Council and the skills of the applicant

Updated 22 July 2020

**TERMS AND CONDITIONS**

Date of Commencement: 28 September 2020

Date of End of Contract: 18 months following commencement

Place of Work: Town Council offices, 19 North Square

Hours of Work: 37 per week, based on flexible working. Occasional evening and weekend work will be required

Salary: £8,006 pa, based on £4.15 per hour National Apprenticeship Wage (adjusted annually in April)

Notice: One month in writing by either side

 Training on an approved Apprenticeship course will be provided

Leave: 23 days plus Statutory Holidays, all paid.

Confirmation of Appointment: Subject to

1. Satisfactory Medical report
2. Satisfactory completion of six month period of probation to enable you to demonstrate suitability for the post

Sickness: First 4 months: No pay

 Remainder First Year: 1 month Full, 2 months Half Pay

 Second Year: 2 months Full, 2 months Half Pay

Pension: You have the right to opt into the Council’s Occupational Pension Scheme

All Other Conditions: Follow the Council’s Standard Terms and Conditions of Employment and are available on request

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| Seal_1 | **DORCHESTER TOWN COUNCIL****APPRENTICESHIP APPLICATION FORM****Please complete in black ink and return to the address on the back page either by email or post**Please do not use staples for additional information sheets of paperAll the sections of this form should be completed |

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| **VACANCY DETAILS** |
| **Appointment of Business Administration Apprentice** | **Closing Date: 12.00pm Friday, 11 September 2020** |
| Where did you see the advertisement?      |
| **PERSONAL DETAILS** |
| **Surname:**      | **First Names:**      |
| **Home Address:**      | **Telephone Numbers/Email address:****Telephone:**     **Email**:      |
| Valid Driving Licence: **YES** [ ]  **NO** [ ]  **PROV** [ ] Penalty Points: **YES** [ ]  **NO** [ ] No.      Car Owner: **YES** [ ]  **NO** [ ]  |
| **Postcode:**       |
| Are you related to (or are you the spouse/partner of) any employee of Dorchester Town Council? **YES** [ ]  **NO** [ ] If yes please give details:      **Canvassing will disqualify your application or make you liable to dismissal if appointed.** |
| **EDUCATION AND TRAINING** |
| **From** | **To** | **Schools, Colleges, University, etc attended** (latest first) | **Qualifications attained** (with grades) |
|       |       |       |       |
| **From** | **To** | **Schools, Colleges, University, etc attended** (latest first) | **Qualifications attained** (with grades) |
|       |       |       |       |
| **EMPLOYMENT HISTORY**  |
| Please indicate all previous positions held (including any with this Council) **starting with the most recent.** |
| **From** | **To** | **Position** | **Employer and Location** | **Reason for Leaving** |
|       |       |       |       |       |
| **REASONS FOR APPLYING** |
| **This should include the following:**1. Your reasons for applying for the apprenticeship
2. How your skills, experience and personal qualities relate to the apprenticeship requirements (please see the person specification on the apprenticeship description). You are welcome to also include examples of voluntary or unpaid work which you feel support this. Please continue on a separate sheet if necessary.

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| **REFERENCES** |
| Please provide two referees with knowledge of your work / character. One must be your current or most recent employer. If you have worked for your current employer for less than 6 months please attach another referee’s name who must be a previous employer. If one of your referees is a personal one the referee should not be related to you in any way. References will be taken up in confidence. |
| **a) Referee** **Name**       |
| **Job Title / Relationship to You**       |
| **Address**       |
| **Phone**       | **Email**       |
| **Can we contact this referee prior to interview? YES** [ ]  **NO** [ ]  |
| **b) Other Referee** **Name** |
| **Job Title / Relationship to You**       |
| **Address**       |
| **Phone**       | **Email**       |
| **Can we contact this referee prior to interview? YES** [ ]  **NO** [ ]  |
| **SPARE TIME ACTIVITIES** |
|       |
| **ADDITIONAL INFORMATION** | **MEDICAL INFORMATION** |
| Please give details below of any convictions other than those which are ‘spent’ under the provisions of the Rehabilitation of Offenders Act 1974. Failure to disclose such convictions could result in dismissal. Any information given will be treated in the strictest confidence. | Please state below how many days sickness absence you have taken in the last 2 years, giving reasons. This also applies to periods of unemployment when you would have been unfit for work. |
|       |       |
| 1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.2. I understand that the Council reserves the right to require me to undergo a medical examination. (Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor). I understand that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act 1998 and the General Data Protection Regulations 2018 and I give my consent to this. Data may therefore be passed to other members or officers of the Council who require my information for legitimate business purposes..3. I agree that should I be successful in this application, I will, if required, apply to the Criminal Records Bureau/Disclosure Scotland for a basic disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the Council any offer of employment may be withdrawn or my employment terminated.**Signed**       **Date** Click here to enter a date. |
| **Completed applications should be sent to:** The Town Clerk, Dorchester Town Council, 19 North Square, Dorchester, Dorset. DT1 1JF**or: E-mail:** admin@dorchester-tc.gov.uk |