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| **Business Support Apprentice** |
| **Employer:**  | GDNS (@GeorgeDentNS) | TwitterGeorge Dent Nursery  |
| **Location:**  | Elms Road, Darlington, DL3 7PY |
| **Hours:**  | 35 hours per week  |
| **Salary:****Posts:** | From £4.30 per hour 1 |
| **Duties:** | George Dent Nursery are looking to appoint an enthusiastic apprentice to join their admin team, working in our busy school office and will be the first point of contact for parents and visitors. The duties are varied and support the day-to-day running of the nursery. Main duties and responsibilities include:* Undertake a range of business support tasks such as managing your own emails, copying, scanning, faxing, archiving, post, answering the telephone and taking messages.
* Inputting and updating records both manually and electronically on multiple systems, including extracting basic information within set parameters.
* Carry out basic audit and quality control of data input.
* Copy typing from notes, including completing standardised templates.
* To deal with enquiries by telephone and face to face and ensure that they are dealt with effectively and efficiently.
* Carry out routine basic invoicing, creating purchase orders, handling of petty cash and taking payments.
* To input, complete and update both manual and electronic standard format data, checking the correct information is provided and chasing missing data.
* Produce standard reports and presentations.
* The population and creation of basic spreadsheets.
* Take basic notes at meetings for purposes within own team.
* Provide basic facilities management – setting up rooms for meetings ensuring the required equipment and resources are available and assisting attendees.
* Any other duties of a similar nature related to this post that may be required from time-to-time
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| **Training:**  | Training will take place periodically at our training centre in Darlington (DL1 5AJ) and/or remotely as required, to work towards the theory elements of the framework. The other days will be spent working with your employer gaining the skills and knowledge required to complete your Apprenticeship. Qualifications you will work towards are:* L3 Business Administrator Apprenticeship Standard
* Functional Skills in maths, English and ICT (as required)
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| **Progression:** | Possible progression into full time employment for the right candidate |
| **Closing Date:** | **Sunday 20th March 2022** |
| **Apply:** | To apply please visit the National Apprenticeship Website, searching vacancy number [**VAC001830421**](https://www.findapprenticeship.service.gov.uk/apprenticeship/-723689)For more information please contact the employer directly or a Learning & Skills Adviser on 07932 869325 or L&S@darlington.gov.uk |