

## **Traineeship Placement School Office Administrator**

The City of Wolverhampton Council is looking to provide a Traineeship opportunity within [Merridale Primary School](#). To be eligible you must be aged **16 – 24 or 25 if you have an EHCP or learning difficulty assessment**.

### **Eligibility Criteria**

1. Are you currently not in a job? Do you have little or no work experience?
2. Are you aged 16 to 24 and qualified below Level 3 (A level)?

### **Overview**

The programme has a planned start in October **2021** and the initial **6** weeks of the Traineeships will be spent with Merridale Primary School.

The traineeship will help individuals gain knowledge of the School Office Administrator role within a school setting. You will support the existing administrative staff and will play a crucial role in the day-to-day life of a school by providing a wide range of administrative support to keep everything running as smoothly as possible

### **What's Involved**

The overall aim of the programme is to support the individual to help them progress to employment or an Apprenticeship.

The minimum duration of the work placement will be 70 hours up to a maximum of 240 hours. An Enhanced Disclosure and Barring Service process may be required (DBS check).

You will be supported by experienced staff who can assist you with your work experience placement.

**Please note: Interviews may be conducted remotely using Microsoft Teams to comply within social distancing guidelines.**

If you would like to apply for role then please **submit your CV** by email to [prosserl@wolvoll.ac.uk](mailto:prosserl@wolvoll.ac.uk) by **Friday 1<sup>st</sup> October 2021**. Or if you require more information about the role then please **E:** [LTowle@merridaleprimary.co.uk](mailto:LTowle@merridaleprimary.co.uk)  
[OD.Team@wolverhampton.gov.uk](mailto:OD.Team@wolverhampton.gov.uk)

## **Traineeship details**

Throughout the programme, learners will:

- Complete training in relation to confidence building
- Team working skills
- Gain an understanding of expectations and requirements as an administrator within a school setting

Practical elements of the course will encourage learners to:

- Develop and learn new skills such as workplace expectations presenting self during interviews
- CV writing and effective communication with others
- This will be alongside maths, English and essential digital skills training, where learners will be supported to progress within own skill set

## **Work experience may cover but is not exclusive to:**

- ✓ Welcoming visitors to the school and dealing with their enquiries
- ✓ Answering the phone
- ✓ Administration relating to pupil attendance
- ✓ Managing email/post
- ✓ Using IT systems to draft letters, emails, reports, newsletters
- ✓ monitoring school supplies
- ✓ Keeping paper and electronic records up to date
- ✓ Using reprographic equipment

## **Training to be provided (By City of Wolverhampton College)**

- Level 2 Award in Employability and Development Skills, including Customer Service and Work Experience
- Work Experience Placement – minimum 70 hours
- Maths and English Functional Skills, if required
- Digital Skills/Using ICT