

1. JOB TITLE

Job Title: Apprentice Trainee

Reports To: Manager / Learning Advisor

Service: Various within Surrey County Council

2. JOB PURPOSE

This is a junior role, which will support a programme of work, study and training designed to develop the skills and abilities of the apprentice to achieve a nationally recognised qualification.

The apprentice will support the work of the county council by participating in and contributing to the delivery of services and projects allocated and supported by the supervising manager.

The right candidate should be willing to undertake a programme of work, study and training designed to develop the skills and abilities of the apprentice to achieve a level 2 or 3 qualification.

3. PRINCIPAL ACCOUNTABILITIES

Undertake a course of studies and develop a broad range of skills within the requirements of the service to achieve a nationally recognised Apprenticeship or another qualification.

To develop a working knowledge of Surrey County Council's employee rights and responsibilities in line with the requirements of the Apprenticeship framework or agreed qualification.

Provide high standards of performance ensuring confidentiality, to ensure that the service continues to operate efficiently and effectively.

Under supervision work closely with other team members to assist in a range of projects and service developments.

Through personal example promote the values and behaviours (including equalities) that underpin the organisational strategy of the County Council.

4. WORK CONTEXT

The apprentice will be responsible to the team manager and will be required to carry out a range of duties to develop skills and confidence. We need the apprentice to be a team player have a mature outlook and a 'can do' attitude. Whilst working closely with a buddy / mentor we encourage innovative thinking and an enthusiasm for learning.

5. DIMENSIONS

Financial:

None

Non- Financial:

Under supervision you may be required to liaise with Surrey County Council managers and employees in a helpful and

sensitive manner.

6. **PERSON SPECIFICATION**

Education, Training and Work Qualifications:

Able to work towards an apprenticeship, Functional Skills level 1 or 2 or 2 GCSE Grade A-C or equivalent Skills 1 or 2.

Method Of Assessment:

Application Form

Knowledge:

The main requirement is a willingness to learn and the motivation to succeed.

Application Form / Interview

Skills and Abilities:

IT Literate-able to use information, communication and office equipment.

Application Form / Interview

Skills and abilities to communicate with others appropriately within the work context.

Interview

Prepared to follow instructions, whilst working quickly and accurately and ensuring attention to detail.

Assessment/ Interview

Relevant Experience:

Ability to work with others

Application Form / Interview

Able to demonstrate experience of participating in project work.

Application Form / Interview

Able to demonstrate sound interpersonal skills and sustain effective relationships.

Application Form / Interview

Other Requirements:

Self Motivated.

Assessment/ Interview

Ability to work under own initiative.

Interview

Reliability, commitment and punctuality.

Assessment/ Interview

Work towards, or have an understanding and practical knowledge of Equality and Diversity and how we work together and deliver services. Interview