



GUIDANCE NOTES FOR APPRENTICESHIP APPLICANTS

COMPLETING THE APPLICATION FORM

Note

The Job Description and Supporting Questions can be found on the pages below.

Please ensure you answer the questions using the Supporting Information section on the application form.

To be eligible for an apprenticeship, you must be:

- 16 or over by the end of the summer holidays
- Living in England
- Not in full-time education at the time of applying
- if you are a non-UK citizen, you must have permission from the UK government to live in the UK (not for educational purposes), and have been ordinarily resident in the UK for at least the previous three years before the start of the apprenticeship

The job application plays a very important part in the selection process and will be used as the basis for shortlisting candidates for interview.

Make sure the information you provide is clear and accurate and that you submit your application by the closing date and time stated on the advert.

Personal details

Ensure that you fully complete this section and include your address, email address and a contact telephone number.

Referees

Complete details for both references who should not be related to you. If you are a school or college leaver, please give us the contact details of the head teacher/tutor and also the manager of your most recent work experience placement, if applicable.

Referees will not be contacted without your permission.



Education, qualifications, memberships and training

Give details of your education, qualifications as well as any professional memberships or other training you have attended.

Employment

If relevant, start with your most recent job, give a summary of all employment, including any relevant unpaid work. Please explain any breaks in employment dates. We reserve the right to contact former employers to verify information contained in your application.

Supporting information

Use this section to answer the questions given in the section below.

You may also wish to add additional information and provide examples, where possible, of skills, abilities, knowledge and experience outlined in the job description.

Include everything that is relevant – training and experience gained through out of work activities – as concisely as possible.

Be as specific as possible, we cannot guess or make assumptions, we will assess your application solely on the information provided.

Additional Information

Answer the questions in this section accurately and also advise us of any dates you are not able to attend for interview.

If you are shortlisted for interview, you will be asked to provide confirmation of your right to live and work in the UK.

Declaration

Read the declaration and tick the consent box at the bottom, **before submitting your application.**

Equal Opportunities form

Read the notes which are provided with the equal opportunities form before completing your application. This form will be kept separate from your job application to ensure that none of the information provided is used in the selection decision.

The information provided will be treated as strictly confidential and only used to monitor the fairness of our recruitment and selection procedures.



Offer of employment

Note that any offer of employment made by the City of London Corporation will be subject to receipt of the following documents:

- Proof of identity
- Proof of right to live and work in the UK
- Proof of current address
- Five years' employment history (where relevant)
- Two satisfactory references
- Satisfactory Disclosure and Barring Service (DBS) clearance (when required for the role)
- Medical assessment (which may include a medical examination by a Doctor named by the City of London Corporation)



Job Description

Job title: Business Administration Apprentice

Department: Community and Children's Services – Education Strategy Unit

Grade: Apprentice AP02 – Level 3

Location: Guildhall

Responsible to: Cultural & Creative Learning Co-ordinator

Responsible for: N/A

Purpose of Post

The Education Strategy Unit (ESU) is a small and friendly team within the Department for Community and Children's Services. The business administration apprentice will work within this team helping it to deliver the City Corporation's Education Strategy. This strategy aims to enhance education experiences for young people in London – especially those who are challenged by disadvantage. The strategy's priorities are:

1. Supporting educational excellence.
2. Promoting personal development.
3. Reinforcing safety health & wellbeing.
4. Improving employability.
5. Embracing cultural and creative learning.

The apprentice will be involved in everything from day-to-day administration of the team, through to exciting large-scale activity such as the London Careers Festival and inter-school events. The successful candidate will be a proactive team player with a high level of self-motivation, an appetite for organising, and strong attention to detail.



Main Duties & Responsibilities

To support the Education Strategy Unit in its delivery of the education strategy by:

1. Using appropriate technology (in particular tools within Microsoft 365) to provide administration support to the ESU, including email management, scheduling meetings, minuting, financial administration, stationery and supplies management, document filing and printing.
2. Supporting the diary management of the Strategic Director for Education and Skills.
3. Providing administrative support for meetings and forums with schools, cultural organisations, businesses and other external stakeholders. This will include: scheduling meetings, distributing agendas and papers, taking accurate minutes and organising basic catering.
4. Providing communications assistance to the Education Strategy Unit, including drafting communications to internal and external stakeholders, using the most appropriate channels to communicate effectively.
5. Representing the Education Strategy Unit, the Education Board and the City of London Corporation internally and externally as required in relation to all duties of the post.
6. Developing effective working relationships with internal and external stakeholders.
7. Maintaining a comprehensive database of contacts across the City Corporation's Family of Schools, and assisting in managing a database of internal and external contacts.
8. Supporting the ESU in their delivery of a variety of in-person events, including the London Careers Festival and the Education Board dinner.

Additionally:

1. Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out the duties of the post.
2. Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.



3. Undertake any other duties that may reasonably be requested in relation to the duties of the post.



Supporting Questions

Include everything you think is relevant to answer the supporting questions below illustrating your skills, knowledge and experience. Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided.

Please enter your answers to the following questions in the Supporting Statement section on the application form.

Question 1:

Why have you applied for this role?

Question 2:

What skills do you think you can bring to the role?

Question 3:

What attracted you to the City of London Corporation?

Question 4:

What interests you about an apprenticeship?

Question 5:

Please provide your personal statement to identify your strengths and other transferrable skills and personal interests (500-750 words)