



Business Administrator L3 Apprentice (13 – 15 Months) Full Time (37 hours)

Annual wage

Apprentice National Minimum Wage for 2024 £12,313.60 for first year
and up to £21,510.32 for the second year depending on age.

Plus Local Government Pension Scheme

Do you love Thame?

This is an exciting opportunity to make a difference in the wonderful Town.

This role will see the successful candidate working with every department, our councillors and many of our stakeholders; enabling the post holder to gain experience across all areas of work within Thame Town Council. Helping with event planning, project delivery, facilities management, finance, customer service, communication, and general administration.

The successful candidate will have excellent people and communication skills and will be flexible to adapt to changing situations with a growth mindset.

You will support the whole team in reviewing and developing systems fit for the future.

In return we can offer a competitive salary, access to an excellent Local Government Pension Scheme, as well as 25 days annual leave (in addition to public holidays).

The training you will receive:

- You will be assigned a trainer and will work towards the Business administration apprenticeship standard (level 3)
- You may also be required to complete maths and English Functional Skills (this will be determined by your existing qualifications)
- Your trainer will meet with you virtually every four weeks with an additional support session and formal reviews taking place every 10-12 weeks
- In between these meetings you will have dedicated time away from your job to work on the apprenticeship and collate evidence for your apprenticeship e-portfolio with ongoing support from your manager and trainer

What to expect at the end of your apprenticeship:

- Possibility of progressing to a higher-level apprenticeship or full-time employment within this sector
- This apprenticeship will teach you highly transferable knowledge, skills and behaviours which can be applied across all sectors

To apply you must complete our application form; An application pack can be obtained from the Council's website: www.thametowncouncil.gov.uk or by email recruitment@thametowncouncil.gov.uk

Applications must be returned by 10am on Thursday 28 March
Short listed candidates will be invited to attend an interview between 8-10 April

If you have any questions, please contact Rosie Collins, on 01844 212833.