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**Haringey Council Apprenticeship Programme**

***Earn*** *while you* ***learn***

An apprenticeship is a great way for young people, to earn while they learn in a real job, gaining a recognised qualification and invaluable experience. As an employer we want to take on a fresh new talent and secure a motivated, skilled and qualified workforce.

**We are offering Apprenticeships** inBusiness Administration; Information Technology; Employment Support & Youth Work in the following areas:-

1. **Business Administration Apprentice - Legal department**

To be a part of the Business Support and Administrative team & to gain an understanding of the demands and expectations in a busy legal environment.

1. **Business Administration Apprentice - Electoral Services**

To support administration for customer applications for registration, assessment of applications, support in inputting and maintaining electoral registration details

1. **Business Administration Apprentice - Regeneration**

To deliver administrative support to the Tottenham Regeneration team, supporting office management.

1. **Business Administration Apprentice - Shared Services**

To support new processes and procedures for the Shared Services Centre service delivery

1. **Business Administration Apprentice – Winkfield Centre**

The Winkfield resource Centre (WRC) offers a range of services to support and enable Haringey residents with disabilities to manage their disability, maintain independence, and achieve control and choice in their lives.

The person will prepare and manage correspondence, documents, handle incoming mail, and maintain schedules and calendars, implement and maintain office and filing systems, collate information from various sources, maintain databases ensure the reception area of the building is regularly updated with current leaflets, signing in books both staff and visitor and the general tidiness of the waiting area..

1. **Business Administration / Customer Service Apprentice – Youth Locality Team**

The key function of the role is to contact young people by phone, social media, knocking on doors and mail shots to determine their educational status, inputting information onto a data base, also liaising with other teams, schools and colleges to get the latest educational information on young people.

1. **Employment Support Apprentice**

Supporting a team of employment Support officers, help draft CV and applications for job openings, manage telephone enquiries, arrange interviews , keep records of candidate interviews, maintain a database of employers

1. **I.T Apprentice -** **Environmental Services and Community Safety**

Providing business systems support to key frontline services within the Environmental Services and Community Safety directorate.

1. **Youth Work Apprentice – Outreach & Engagement**

Help young people fulfil their potential through personal and social development and provide young people with challenges and new experiences which will allow them to be creative, active and have fun, you could be offering counselling and support, developing projects that tackle issues, or organising activities like sports and drama

**We pay:**

* (£6.50 per hour) £195 per week for the first 6 months and (£9.15 per hour) £275 per week thereafter totalling to £12,240 per annum
* 30 hours per week, Mon – Friday including day / block release for training

**Requirements**

* Applications are strongly encouraged from 16- 24 year olds and Haringey residents or those attending a school within Haringey
* Maths and English GCSE grades A- D or equivalent (preferable)

**How to apply**

**Click here to apply for our apprenticeships>** [**Apprentice vacancies**](https://apprenticeshipvacancymatchingservice.lsc.gov.uk/navms/forms/Vacancy/SearchVacancy.aspx) **> enter Haringey Council in the employer search field.**

**Closing date: 31st August 2015**

**Interviews: w/b 14th September 2015**

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