



## **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.

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

<b>Job Title</b>	Art Gallery Admin Apprentice
<b>Department</b>	Art Gallery
<b>Location</b>	Barbican Centre
<b>Responsible to</b>	Senior Manager, supervised by PA to Head of Visual Arts / Exhibitions Department Coordinator

## Purpose of Post

To provide support to the Art Gallery team with a range of practical administrative tasks and assist the PA to Head of Visual Arts / Exhibitions Department Coordinator (PA/EDC) with day-to-day office management duties.

To work closely with the PA/EDC and other administrative staff, to ensure administrative processes are carried out efficiently, office systems are well managed, and internal data is kept up to date.

To support the coordination and delivery of Art Gallery events as required, including Gallery private views and dinners.

Together with the administrative team, to act as the first point of contact for any Art Gallery queries.

To maintain a friendly, helpful and proactive approach in any dealings with managers, staff and external contacts.

## Duties

1. Deal with day-to-day enquiries received by phone and e-mail: answer queries, filter and assign queries to relevant members of the team as appropriate and support the (PA/EDC) with responding to enquiries made to the arts inbox.
2. Assist with the efficient functioning of the Art Gallery office and its systems, ensuring the space is well managed and equipment is in working order; distribute post and maintain stationery supplies; maintain office library and meeting rooms.
3. Assist with monitoring and administering the department's travel (couriers/taxis), office supplies and hospitality budgets and expenditure.



4. Generate purchase orders and process invoices using the CBIS procurement system, to include communication and filing of orders/invoices, and recording of costs in appropriate budget documents.
5. Process CBIS forms for new and amended suppliers.
6. Process corporate credit card transactions.
7. Assist with organising and scheduling internal meetings, collating/distributing agendas/papers, and on occasion attend meetings and take notes.
8. Assist team members with administrative support including (but not limited to) typing, photocopying and data entry;
9. Liaise with IT and centre management to resolve IT/technical/facilities issues as they may arise in the department.
10. Maintain and update the department's contact database system (Spektrix) and archiving/filing/document storage systems (physical and electronic).
11. Provide support to Head of Visual Arts during periods of absence (eg holiday) of PA/EDC.
12. With support, undertake projects as assigned by the Senior Manager or PA/EDC and deliver them to a high standard.
13. Assist the Senior Manager, Art Galleries and PA/EDC (as required) with implementation of new office procedures, including those arising out of internal audits.
14. Perform other appropriate duties as required by the Senior Manager or PA/EDC, or other team members.
15. 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.
16. Understand who your customers are, providing a polite, courteous, friendly and respectful service at all times.

This job description may be subject to change, in consultation with the post holder, in response to changing circumstances.



# 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:**

Having read the job description, what skills and experience do you think you can bring to the role?

## **Question 3:**

What attracted you to the City of London Corporation?

## **Question 4:**

What appeals to you about working for Barbican Art Gallery?