



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
- a non-EEA citizen with 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 (Engineering and Projects)
Department	Engineering and Projects
Grade	Apprentice
Location	Barbican Centre and Guildhall School
Responsible to	Head of Engineering and Projects

Purpose of Post

To assist with a range of practical administrative and support services to the Engineering and Projects Administration, Stores and Helpdesk teams working across the Barbican Centre (BC) and the Guildhall School (GS). These duties include logging and processing of invoices, filing and record keeping, minute taking, administration of planning, listed building and building control applications, assisting with general copying and filing etc.

Duties are to be carried out in accordance with internal procedures, the City of London (COL) Standing Orders, Financial Regulations & Procurement Code.

To be committed to providing the highest level of customer service, to both internal and external customers, and actively seek to promote equality of opportunity in relation to the duties of the post

Main Duties and Responsibilities

1. To cover general administration for the Engineering and Projects offices including basic administrative duties; dealing with enquiries, answering telephone calls, typing and photocopying, collecting and distributing the post and updating databases.
2. To generate purchase orders and process invoices/payment certificates using the CBIS procurement system, to include communication and filing of orders and registering of invoices in the payments database. Invoices to be processed within agreed time limits.
3. To process CBIS forms relating to new and amended suppliers and Construction Industry Scheme/Local Procurement requirements, to include updating the departmental contacts database.



4. To create, update and maintain excel or other databases to aid the function, records and administrative requirements of the Engineering and Projects teams.
5. To provide back-up support to the Stores, including raising work and purchase orders, issuing and receiving goods/stock, and assist with administrative procedures to ensure best working practices are maintained. Training will be given on relevant systems.
6. To provide back-up support to the control room, including raising work and purchase orders, allocating works, liaising with departments and contractors to agree work schedules and assist with administrative procedures to ensure best working practices are maintained. Training will be given on relevant systems.
7. To take minutes at Engineering and Projects team and other meetings as required and to type and file minutes within given timescales.
8. To arrange meetings, researching venue availability and creating Artifax/Asimut bookings on the room/events booking system for both regular internal/contract meetings and projects works. Reserve venues/areas to allow engineering/maintenance works to progress. To be the point of contact for the projects meeting room. Manage meeting room diary and ensure room is kept in satisfactory condition.
9. To collate and file all health and safety, project files and other appropriate documents in both electronic and paper forms and retrieve as necessary to assist Engineering and Projects staff.
10. To assist with sourcing building equipment & materials from suppliers at optimal price using internet searches.
11. To process time sheets, record on Excel and forward to payroll monthly.
12. To be of assistance to any visitors to the department, both internal and external liaising with reception and security staff as required.
13. To have a fully conversant knowledge of Microsoft Office packages as well as CBIS/Agility/Micad Management Systems, for which training will be given.
14. To be responsible for monthly updating Project Vision, the COL project management reporting tool.
15. To assist with producing specifications documents as required, and to agree with officers from City Procurement and agree procurement programmes.



16. To collate and file all health and safety, project files and other appropriate documents in both electronic and paper forms and retrieve as necessary to assist Project Managers.
17. To be responsible for project office and project archive areas housekeeping, including updating and/or retrieving office archives, stationary replenishment and recycling and delivery co-ordination, liaising with cleaners, reception, engineering stores and security as necessary.
18. To assist contractors and consultants with any relevant information that they may need and to arrange access for them to various areas of the Centre as required.
19. To assist the Finance Department in carrying out annual end of year closure and reconciliation of project budgets and with resolving any day to day project related financial queries.
20. To carry out any duties which the team may require to provide support to the department as instructed by the Engineering Managers and Project Managers.
21. To actively seek to implement the City of London's Occupational Health & Safety Policy in relation to the duties of the post, and, at all times give due regard to the health & safety of both themselves and others when carrying out their duties.
22. To 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.
23. 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:

What skills will you bring to the role?

Question 3:

What attracted you to the City of London Corporation?

Question 4:

Name three interesting things about the Guildhall School of Music and Drama.

Question 5:

Tell us briefly why you want to work in a building maintenance or project management setting.