



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 | Creative Learning Apprentice - Schools |
| Department | Creative Learning |
| Location | Barbican Centre |
| Responsible to | Schools Engagement Manager |
| Responsible for | N/A |

The Barbican is an internationally renowned arts and learning organisation that pushes the boundaries of all major art forms including dance, film, music, theatre, spoken word and visual arts. The Barbican Centre is also Europe's largest multi-arts and conference venue, home to London's second largest conservatory, two theatres, two galleries, three cinemas, a concert hall and a range of conference rooms and spaces.

Barbican Creative Learning pioneers new models for creative and cultural learning across the art forms. Our mission, **Creative Skills for Life**, underpins all aspects of our work and approach in the design and delivery of meaningful and impactful learning experiences.

In 2020/21, we delivered 20 digital and physical programmes with over 200 partners, engaging 2,400 participants and reaching an audience of more than 50,000. In order to achieve this, we build partnerships with teachers, artists, young people, schools and community organisations locally, nationally and internationally.

Purpose of post

To support the Schools Engagement Manager and the Creative Learning Producing team to develop projects with key partners, by providing a range of administrative and delivery support.

This Apprenticeship is designed to equip you with skills and knowledge to produce and deliver cross-arts Creative Learning programmes. The successful applicant will receive regular training from a variety of staff members across the Barbican in different systems and procedures. You will work part-time (4 days a week) on Barbican projects and part-time (1 day a week) on Apprenticeship essays and presentations with a tutor from the City of London. You will be required to complete the relevant functional skills exams, in order to complete the Apprenticeship programme.



Main Duties and Responsibilities

1. To assist with Schools and Creative Learning activities, projects and festivals and to provide support for these events: in preparation, on the day and in post project evaluation. This role will include some weekend and evening work for which TOIL system is in place, offering you time back in office hours.
2. To deal with correspondence and general enquiries from the Creative Learning inbox, answer incoming departmental phone calls, and support office admin such as photocopying.
3. To support organising and attending meetings internally and externally with key school and partner contacts, for example booking rooms, preparing agendas/resources and arranging travel and refreshments. To document meetings by writing minutes, and or typing up notes after a meeting.
4. To support the logistics for on and offsite events and projects by ordering equipment, booking transport and arranging hospitality.
5. To maintain financial systems including excel budget spreadsheets, purchase orders, and invoices alongside Creative Learning Assistant Producers and the Schools Engagement Manager. To administrate expense claims for project specific purchases.
6. Support the writing of contracts and briefs for artists, partners and schools alongside Creative Learning Assistant Producers and the Schools Engagement Manager.
7. To collate opportunities and copy for activities across the department to be shared in the termly schools newsletter.
8. To update school databases and department calendars with school contacts and events.
9. To support Schools Engagement Manager and Creative Learning Producers with efficient, responsive and organised email and calendar management.
10. To support the department with input evaluation forms and support the work of the Planning and Evaluation Officer.
11. To contribute ideas and bring a new perspective to the Creative Learning programme through consultation with stakeholders and Barbican staff members.
12. To support the Schools Engagement Manager with any administrative duties related to the transformation of the Barbican Schools strategy and feed in ideas



on how we can programme and deliver hybrid online/in-person events in light of the COVID-19 pandemic.

13. To assist with the development and maintenance of good working relations between the Barbican Centre and all project partners including participants, parents/guardians and schools.
14. To attend Creative Learning and Barbican events in the Centre and offsite.
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. 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 their duties. This includes, administering consent forms and completing detailed risk assessments ahead of project activity.
17. To undertake any other duties that may reasonably be requested appropriate to the post, such as communicating with HR to set up new starters.



Person Specification

| | |
|------------------------------|--|
| Job Title | Creative Learning Apprentice - Schools |
| Department | Creative Learning |
| Grade & Level | Apprentice |
| Trent Position Number | TBC |

Please find below the key skills, experience and core behaviours required to undertake this post.

Technical Skills / Professional Qualifications / Relevant Education & Training

- Good knowledge of Microsoft Office with excellent word processing skills. To include Word, Excel, Office 365
- Good telephone manner, polite, patient, diplomatic and discrete with excellent customer service skills
- A good standard of written English with excellent attention to detail
- Ability to prioritise and effectively time manage
- Ability to work as part of a team
- Customer service
- Manages routine day-to-day and week-to-week tasks effectively
- Communication effective
- Proactive



Other Relevant Information

- Experience of working on arts or schools-based projects – whether paid or unpaid, as a leader or a participant: **desirable**
- Participatory Arts knowledge/interest: **desirable**
- Knowledge of City of London, Waltham Forest or Barking and Dagenham or other East London boroughs: **desirable**



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 are you hoping to gain from your apprenticeship? 500 words max

Question 5:

What was your experience of the arts at school? - 500 words max