

Vacancy Template

Vacancy Details		
Vacancy Title	Trainee Administrator	
Employer Name This should be the employer's full registered name	Essex Guild Homes	
Employer Address Please provide the full address, including postcode	75 Eastwood Road Rayleigh, Essex SS6 7JN	
Contact Name Please provide these details for the main contact for the Employer	Title	Miss
	First Name	Natalie
	Surname	Cohen
	Position	Business Training Manager
	Telephone	01702 430900
	Mobile No (optional)	07887 528407
	Email Address	nataliecohen@centraltraininggroup.com
	Fax no (optional)	N/A
	Contact by email/mail/phone?	Any
Description of vacancy to Identify: <ul style="list-style-type: none"> The role and how it fits within the organisation The department, area or team that the vacancy applies to Key responsibilities The day to day contact within the organisation 	Essex Guild Homes are looking for a trainee administrator who will be trained to: Produce property listings, answer the telephone and take details, produce letters, advertise properties in the newspaper, up date the website, send and receive emails and general office tasks	
Number of positions available	1	
Weekly Wage: This must be a minimum of £2.50 per hour, depending on age. The better the wage and/or prospects the more candidates will be attracted to the vacancy.	£2.50 per hour.	
Working Week: This must set out: <ul style="list-style-type: none"> Working days Times to detail shift work Summary of the hours 	Monday to Friday 9.00am to 5.30pm with an hour for lunch	
Future prospects description: This should be completed so that candidates can see the opportunities which the vacancy could lead to, but this must be realistic. A low starting wage may be offset by the prospects.	There is an opportunity for the candidate to progress into a career in Estate Agency/Lettings.	

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Employer Details	
Employer Description: This should clearly describe what the employer does. Please reflect the size, location and environment where possible.	Established in 1994, Eastwood & Rayleigh are the area's only Member of the Respected Guild of Professional Estate Agents offering the highest standards of Estate Agency Practice. Our highly motivated and well trained staff all of whom are driven by success have a wealth of local knowledge and a complete understanding of the pressures of moving home and are always on hand to guide and advise.
Employer website	www.essexguildhomes.co.uk
Vacancy Location	
Vacancy Location: This is the address where the Apprenticeship will be based, if not located at the address in Employer Details.	As above
About the Candidate	
Skills required: List the key skills (technical and soft skills) sought.	Good communication skills. IT skills
Personal Qualities: Identify the key personal qualities required for the role.	Well presented Outgoing personality
Qualifications Required: List the key qualifications for this role.	None
Additional Detail	
Important Other Information For example: <ul style="list-style-type: none"> • Working away • Travel • Shift Work • Study for additional examinations 	None
Reality Check: This should be completed when it is important for the candidate to be aware, for example, that the vacancy will be based outdoors or will involve long of periods of working on a computer.	N/A
LEARNING PROVIDER DETAILS	
Occupation Type (Sector)	Business Administration
Job Role (Framework)	Business & Administration
Expected Apprenticeship Duration	9-12 months
Suitable Candidates to be sent to:	Natalie Cohen
Supplementary Application Form Questions	

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Two Vacancy Specific Questions: You may wish to ask two additional questions on the application form. These need to be appropriate to the vacancy and/or help to identify a candidate's wider attributes and motivations. You can discuss these with your Learning Provider.	Question 1:
	Question 2:
Closing date	20/02/11
Interview start date	05/02/11
Possible start date	Immediate