Apprenticeships
BUSINESS ADMINISTRATION

Hartlepool College
of Further Education

@ NORTHGATE, WYNYARD

JOB PROFILE

Job Type:
Apprenticeship in Business Administration

Schedule:
Full-time

Travel:
No

Target Start Date:
September 2012

About the Provider

Northgate Public Services

Northgate Public Services is one of the fastest growing public service businesses in the UK. It uses strategy, innovation, information and technology to promote high-performing public services, management and governance in the UK.

We work together with our clients in trusted partnerships to deliver better public services that seek to improve the skills and capabilities of employees, fully engage the public and thereby add to public value.

It is the depth and breadth of the knowledge and the work of Northgate Public Services employees that places it in a distinct position. Northgate Public Services partners with the public, private and not-for-profit sectors.

In the UK we work with 95% of Local Authorities, every police force and a large number of health organisations, housing associations, utilities and transport companies.

Northgate Public Services supports corporate and service transformation through sustainable performance partnerships. Its services embrace local government, environment and planning, energy efficiency, public safety and enforcement, health and social care, housing, financial management and transport.

Contact Details

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Stockton Street
Hartlepool
Telephone: 01429 295000
E-mail: enquiries@hartlepoolfe.ac.uk

Role Summary

Basic processing duties relating to Revenues and Benefits activities within Local Authorities across the UK

Required knowledge, experience and qualifications:

5 GCSEs grade C or above

Basic Numeracy and Literacy skills

Enthusiastic in approach
to be able to demonstrate interest in pursuing

A career in Administration

Demonstrate planning and organisational skills

Ability to listen and follow instructions

Security Clearance / CRB Clearance

Candidates must be able to demonstrate a pre-existing right to work and travel in EU. Documentary evidence will be requested at interview

British Red Cross First Aid Qualification

Team Worker

northgate
INFORMATION SOLUTIONS