



**Park Community School, Middle Park Way, Havant, Hampshire PO9 4BU**

## **Apprentice at Park Design and Print**

**Hourly rate of £5.50 (annual salary £10,582)**

**Expected duration of apprenticeship: 16 months**

**37 hours per week, 52 weeks per annum**

**(Requests for flexibility on hours and/or weeks worked will be considered)**

**Benefits include 24 days' holiday per annum plus bank holidays, Local Government Pension Scheme**

We are looking for an Apprentice to join our team at Park Design and Print, reporting to the Print Shop Manager and supporting the unit with general office administration, printing, marketing and other ad hoc duties.

The successful candidate will undertake a Level 3 Business Administration Apprenticeship, enabling career development. Apprentices can be taught via classroom delivery, work-based learning /assessment, and vocational "on and off the job training". If your course involves a day release at college, this is paid as part of the apprenticeship commitment.

To be accepted on the apprenticeship course you should attain or already have gained English and Mathematics to GCSE grade C/4 or equivalent. However, it may be possible to undertake a functional skills course alongside the course to achieve this.

You'll be expected to perform your daily tasks efficiently and with integrity – showing a positive and professional attitude. Your role will involve demonstrating strong communication skills (both written and verbal) and adopting a proactive approach to your continuous professional development. You'll also be expected to show initiative, the ability to manage priorities and your own time, problem-solving skills and decision-making.

Desired Skills: • Good communication skills • IT skills • Numeracy skills • Ability to work effectively within a team • Typing skills • Good interpersonal skills.

For a Support Staff Application Form, please visit [www.pcs.hants.sch.uk/employment.php](http://www.pcs.hants.sch.uk/employment.php) or email [recruitment@pcs.hants.sch.uk](mailto:recruitment@pcs.hants.sch.uk).

**Closing date: 17 April 2023**

Park Community School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful candidates will be subject to Disclosure & Barring Services (DBS) checks along with other relevant employment checks.

In promoting equal opportunities, the school welcomes applications from all sections of the community.