


Profile Title:	Apprentice – Level 2	 BARNSLEY Metropolitan Borough Council				
Reports to:	Manager					
Employee Management:	None	Grade:	Apprentice	Profile Ref:		
Purpose of the Post						
<p>Provide an opportunity for you to develop your knowledge, skills and understanding in an apprenticeship in a specific area of work.</p> <p>To develop your employability skills and work experience whilst gaining qualifications to support you towards a successful technical or vocational career.</p>						
Responsibilities						
Please review the job advertisement that will highlight some of the key duties and responsibilities						
Education and Training					Measure	Rank
<ul style="list-style-type: none"> Four GCSEs Grade 3 or above (including English and maths), or appropriate equivalents Willingness to undertake a Level 2 Apprenticeship 					A	E
					A/I	E
Relevant Experience					Measure	Rank
<ul style="list-style-type: none"> Carried out some form of previous work experience 					A/I	D
General and Special Knowledge					Measure	Rank
<ul style="list-style-type: none"> Have experience of using computers including Microsoft programmes (e.g. Word, Excel, Powerpoint etc) 					A	D
Skills and Abilities					Measure	Rank
<ul style="list-style-type: none"> Good communication skills Ability to work as part of a team Reliable 					A/I	E
					A/I	E
					A/I	E
Additional Requirements					Measure	Rank

• Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the council.	A/I	E
• Willing to undertake training and continuous professional development in connection with the post.	A/I	E
• Work in accordance with the council's visions, priorities, values and behaviours.	I	E
• Able to undertake any travel in connection with the post	A/I	E