

Work experience that works for you

Administration Assistant

Our work experience placements have been developed to support residents from a range of backgrounds and with different levels of ability.

Your role

Administration Assistant (Lingfield site)

What you'll be doing

You'll be assisting with general administration duties in a busy working environment, and supporting the team to record and communicate day to day information.

Your duties will include:

- answering the phone
- filing
- photocopying
- data input (depending on your experience)
- communicating with all areas of the service
- stationery control and ordering

Experience and skills you'll get

At the end of the placement you'll have:

- personal skills - communication, team working, problem solving, personal development
- enhanced data collection skills
- professionalism and confidentiality

What are the working days?

Monday to Friday, to be confirmed

How long will the placement last?

Maximum of 8 weeks

Is a DBS check needed?

Yes

Other responsibilities

Everyone who does a work placement with us will need to:

- embrace the values of Middlesbrough Council

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- demonstrate a commitment to the principles of equality of opportunity and fairness of treatment in relation to their role and adhere to the council's work experience policy in carrying out their placement
- respect all confidentiality and principles and practice of the Data Protection Act
- comply with Health and Safety policies and legislation

How to apply

You can apply online by completing the [online application form](#).

If you're having trouble with the online application form, you can email us at 50futures@maes.ac.uk or call us on 01642 811400.

If you have a disability, we'll make every reasonable effort to supply you with the necessary aids, equipment, or adaptations to help them you carry out the role.