

Work experience that works for you

Admin Assistant (Community Learning)

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

Your role

Admin Assistant (Community Learning)

What you'll be doing

You'll be providing support to the Business Support Assistant, helping with general administration, answering phones, and making calls.

Your duties will include:

- supporting the Business Support Assistant
- taking calls and referrals and booking these in on our system
- helping with IT
- general office duties
- assisting in group awareness sessions with Key Workers

Experience and skills you'll get

At the end of the placement you'll have:

- improved confidence, skills, work ethic, and work structure
- experience of supporting adult learners
- experience of working for a local authority in a team
- experience of using work-based ICT packages
- experience of helping a diverse range of adult learners

What are the working days?

3 days a week

How long will the placement last?

8 weeks

Is a DBS check needed?

No

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Other responsibilities

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

- embrace the values of Middlesbrough Council
- 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.