



Vacancy Form

The template below should be completed for each vacancy to enable us to match the correct learners effectively

Name of BDC	Candice Temasfieldt	Date Received	09/06/2021
Apprenticeship Framework and Level:	Business Administrator Level 3 Standard		
Employer Name	TG Tunnelling		
Employer Description	TG Tunnelling is one of the main Supply Chain working on the Align section of the HS2 project. It is responsible for delivering the £1.9bn Chilterns Tunnels and Colne Valley Viaduct contract as part of a section of the new High Speed Rail link between London and Birmingham.		
Company Registered Address	2 Athenaeum Road, Whetstone, London, England, N20 9JE		
Company Registration No	03115151		
Employer Address where apprentice will be located	Align Compound, South Portal. Chalfont Lane, WD3 9XN		
Contact Name	LILIA FRUNZO SEE Manager		
Contact Number	+44(0)7385 406771		
Safeguarding Officer/Contact	Steven Roberts - 07799 469 528 Email: s.roberts@alignjv.com		
Email address	l.frunzo@alignjv.com		
Employer website	https://tgtunnelling.com/		
No of Employees	200		
Do you have an equal opportunities policy Yes/No	Yes	You may be able to get help from Access to Work towards some costs where an individual requires support or adaptations. Find out more in the Employer's guide to Access to Work .	
Step 2 of 4 Vacancy			



etails	
Vacancy Job Title*	Business and Administration Apprentice
Vacancy Short Description*	Would you like to be part of shaping the future of major infrastructure in the UK?
Short and appealing	<p>We have an exciting opportunity for a Business and Administration Apprentice to join the team.</p> <p>To provide an overall administration support service to TG Tunnelling within the Align Joint Venture and HS2 project.</p> <p>You should enjoy building strong working relationships, have an appetite for delivering exemplary customer service and aspire to learn new skills related to the recruitment and onboarding process, whilst working as an integral part of the Align team.</p>
Vacancy Full Description*	<ul style="list-style-type: none"> • Distribution of post – incoming and outgoing • Telephone calls • Order PPE • Weekly reports • Order numbers for suppliers • Order stationery • Liaising with Client • Workspace admin • Scan, send, save and file incident reports on Workspace • Updating Staff Attendance • General office duties – laminating, binding, filing etc. • Other duties as required
Wage £*	Depending on age – 15000/18000
Hours and days of work	Monday to Friday – 40 hrs per week. 9am-5pm
Annual Leave Entitlement <small>Almost all workers are legally entitled to 5.6 weeks' paid holiday a year (known as statutory leave entitlement or annual leave).</small>	25 days plus statutory holidays.
Training to be provided (what on the job training will be provided by the college)	<p>Apprentices will be required to attend college at least x1 day per week either at Uxbridge, Harrow or Hayes Campus completing necessary mandatory training and units associated with the apprenticeship.</p> <p>Our Account Manager, industry-trained assessor and Learning Advocate support apprentices to deliver our high-quality training programmes.</p> <p>The apprentice will be required to complete:</p>

	<ul style="list-style-type: none"> • Apprenticeship Standard • End Point Assessment • Functional Skills in English, Maths and ICT (if required) <p>Other training will be provided by the employer as required to enable the fulfilment of the job role.</p>		
Future Prospects	The successful candidate will learn and develop, through a mixture of studying and on the job learning, with the core aim of becoming a qualified Administrator.		
Number of vacancies?	1	Is the vacancy currently being advertised?	N
Duration of course?	18 months		
Closing Date for applications			
Potential Interview dates?			
Possible Start Date			
Step 3 of 4			
Candidate Specification Details			
Skills required	<ul style="list-style-type: none"> • Attention to detail • Good written and oral communication skills • Competent on all Microsoft Office packages, i.e. Outlook, Word, Excel and PowerPoint etc. • Ability to build strong working relationships within the workplace. <p>Excellent communication skills – both written and oral at all levels.</p>		
Personal Qualities	<ul style="list-style-type: none"> • Have an appetite for learning • Have a can-do attitude • Be able to follow instruction • Ability to work independently and maintain a high degree of self-motivation <p>Ability to be multi-task and manage a challenging and varied workload. Ability to be proactive and use initiative.</p>		
Qualifications Required	GCSEs A-C (reformed GCSEs grade 4 or above) including Maths and English, or equivalent		
Reality Check	Previous experience in an office environment desirable but not necessary		
Important Other Information	Office Based		



Note: Employers please complete and sign declaration below

GDPR

The Data Protection Act 1998 (DPA) (the General Data Protection Regulation GDPR from May 2018) protects the rights of individuals by setting out certain rules as to what organisations can and cannot do with information about people. A key element to this is the principle to process individuals' data lawfully and fairly. In order to meet the fairness part of this we need to provide information on how we process personal details.

HCUC is committed to protecting and respecting candidate's privacy when they apply for apprenticeships through HCUC. When we send across candidates CV, the following information will not be included:



- Address
- Contact details
- Date of birth
- National insurance number

When sending a CV to us, our candidates have given consent only to HCUC staff to hold private and classified information which we cannot share with outside agencies. Once a candidate has been offered an apprenticeship position, HCUC will then provide contact details if necessary.

By completing this form you are agreeing to the GDPR section above Please initial and date below:

Employer Name:	Kathy Bailey	Date:	22/03/21
----------------	--------------	-------	----------