



<b>Employer</b>	Jayne Beard Associates
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<b>Learning Provider</b>	Bedford College
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## Vacancy Description

General Office duties to include:

Answering phone, making appointments, Cutting keys, Organising keys for appointments, Filing, Making up new files, Post and franking, Typing up reports, Sending out statements and invoices, Creating documents for mail merge to be sent general junior duties.

## Key Details

<b>Vacancy Title</b>	Apprentice Office Administrator
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<b>Employer</b>	Jayne Beard Associates
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## Employer Description

Jayne Beard Associates has been an industry leader in providing outstanding service to both tenants and landlords for over 25 years and has acquired and maintained an excellent reputation within the town, local businesses and relocation agents. Bedford River

From the early days where the focus was upon housing foreign students for the Bedford English Study Centre to a now multi-purpose agency dealing with all types of tenancies such as student, private, company, commercial and long term Jayne Beard Associates has been able to gain unmatched experience and knowledge of the market.

We are proud to admit to a low turnover of staff and a team of experienced

senior management who have worked with us for many years, ensuring continuity. The original forward-thinker behind the business, Jayne Beard, is still heavily involved in the running and future expansion of the business. Her own personal understanding of the rental market provides an unprecedented insight into the industry. Together, the distant local knowledge is invaluable, enabling Jayne Beard Associates to provide a seamless service from initial enquiry.

“At Jayne Beard Associates we aim to provide an accessible and friendly service. All our staff members are experienced in the field of property management and all meet our high standards of client care. This combination of experience along with a sound local knowledge has enabled the business to expand with an unbeatable reputation”

Jane Cain, Director

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<b>Web Site</b>	www.jaynebeard.co.uk
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<b>Vacancy Location</b>	73-75 Harpur Street Bedford Bedfordshire MK40 2SR
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<b>Working Week</b>	9 to 5:30 Mon to Fri
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<b>Weekly Wage</b>	£ 131.25
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<b>Number of Vacancies</b>	1
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<b>Small Employer Wage</b>	
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<b>Incentive</b>	<input type="checkbox"/>
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<b>Vacancy Reference Number</b>	VAC000135051
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## Key Dates

**Closing Date For**

<b>Applications</b>	10/02/2012
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<b>Interview Begin From</b>	13/02/2012
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**Possible Start Date**27/02/2012

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**Training****Training to be Provided**

In house training to complete NVQ part of apprenticeship programme.

Day release to College to complete technical certificate and functional skills if required.

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**Learning Provider**Bedford College

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**Learning Provider****Description**

Bedford College is one of the most successful Further Education colleges in the UK, with training and courses in a range of subjects and vocational areas. As a Bedford College Apprentice you'll get paid while you train in the industry of your choice, and in a few years you'll be qualified to find a well paid job that you love. At Bedford College we offer Apprenticeships in a wide range of professions and skills areas, meaning that you can learn industry techniques no matter what your passion. Brickwork, Carpentry, Site & Bench Joinery, Catering, Children's Care, Learning & Development, Electrotechnical Installation, Engineering, Hairdressing, Health and Social Care, IT Systems Support, IT Users, Motor Vehicle Skills, Painting & Decorating, Plumbing,

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**Contact Details** Information regarding vacancy contact  
- 01234 291027

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**Vacancy Type** Intermediate Level Apprenticeship

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**Apprenticeship Framework** Business and Administration (CFA)

This Learning Provider does not yet have a sector success rate for this type of apprenticeship training.

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**Expected Duration** 2 years

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### Skills Required

Computer literate  
Excellent organisational skills  
good with people on a one to one basis.

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### Qualifications Required

Math and English grade c or above (or equivalent quals)

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### Personal Qualities

Good personality  
Friendly  
Honest  
Driven to succeed in career path

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### Important Other Information

From the 1st October 2011 a National Minimum Wage (NMW) for apprentices has been introduced for young people aged 16-18 and those aged over 19 in the first year of their Apprenticeship. The new rate is £2.60 per hour. The new NMW applies to time working plus time spent training as this is also part of the Apprenticeship. Anyone not covered by the age category above will be entitled to the NMW appropriate to their age.

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### Future Prospects

Grow within the team to our admin department or Property manager.

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