

NORTH HERTFORDSHIRE COUNCIL



INFORMATION ABOUT THE JOB

Job Title:	Business Administration Apprentice (Democratic Services)
Job Grade:	1
Salary range:	£20,453 per annum The starting salary is dependent upon experience, but will usually be offered at the lowest point.
Hours of work:	37 per week
Place of work:	District Council Offices

Benefits:

Annual leave	Generous annual leave, including Christmas close-down
Sick pay	Full company sick entitlement (increases with length of service)
Pension scheme	Local Government Pension Scheme (18% employer contribution)
Free car parking	Parking permit provided for use in nearby long-stay car parks
Leisure concessions	Discounts including 50% off gym membership
Work-life balance:	Range of options eg flexible working, home-working
Home-working	This role will involve home-working on a partial basis
Flexi-time scheme	This offers flexibility in working hours dependant on service needs

Other information:

Learning & Development	Opportunities to train and develop within your role and for further Professional and Vocational study where appropriate
Professional development	Subscriptions reimbursed where relevant and continual professional development is actively encouraged
Evening meetings	Occasional attendance at evening meetings as part of normal duties

