Sales Administration Apprentice

Salary Spine – Band 5 – Actual Salary £22,308.00 per annum

**Intro**

We are looking for an organised and enthusiastic Sales Administration Apprentice to join our Commercial team. This role is perfect for an individual looking to gain valuable administration experience within an educational setting. This team are vital in ensuring we expand our commercial revenue. The Sales Administration Apprentice provides efficient administration support within this team.

**Duties**

You will:

* Contact potential businesses through sales leads, and our existing database.
* Input data onto college systems and ensure accurate tracking of leads and bookings.
* Assist with enquiries sent through to the team.
* Liaise with the careers team to highlight new opportunities and supporting student needs.
* Support with updating systems and sourcing new opportunities.

For the full requirements of the role, please see the Job Description and Person Specification.

**Person Specification**The successful candidate’s knowledge, skills, experience, abilities and qualities will include:

* Keen attention to detail.
* Strong competency with the Microsoft Office suite.
* Good interpersonal and communication skills.
* Minimum grade of C in English and Maths GCSE, or equivalent.
* Full driving license.

For the full requirements of the role, please see the Job Description and Person Specification.

**Benefits**There are too many benefits to working at Moulton College to include them all. Aside from the location (Moulton is located in the heart of the Northamptonshire countryside covering over 450 hectares, with a further 170 hectares rented as grazing for our livestock), Moulton College boasts a dedicated, skilled and experienced staff team and an aspirational student body. As a valued employee at Moulton College you will have access to:

* 33 days annual leave, including 8 bank holidays
* A maximum of 5 College closure days (pro rata for part-time)
* High Street Discounts scheme with access to discounts at a host of retailers
* Eligibility to join the Local Government Pension Scheme (a defined benefit pension scheme with an employer contribution of 24.7%)
* Enhanced Maternity & Paternity Benefits
* Opportunity for annual volunteering day
* Commitment to Continuing Professional Development of Moulton College employees
* Access to 24/7 Support Line for employees and close family household members
* A focused and committed Wellbeing group at the forefront of positive initiative
* Healthcare cash plan (subject to conditions)
* Discounted Leisure Centre membership
* Discounted nursery fees
* Free onsite parking
* Cycle to work scheme (subject to conditions)
* Eye care vouchers
* Online Payslips

We help new employees settle in through central College induction events and local induction activities. We also provide a range of essential information through our online learning packages. These cover various topics including Equality, Safeguarding, Health & Safety at Work, to name a few.

**How to apply**

Applications may be reviewed and shortlisted upon receipt. Please apply early to avoid disappointment.

The College is an equal opportunities employer and positively encourages applications from all sections of the community. We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff to share this commitment.

Please note that, in line with current legislation, an online search will be undertaken as part of the due diligence on shortlisted candidates to prevent (or minimise the risk of) individuals being employed to work with young people who may be unsuitable to do so. Any specific concerns regarding any incidents or issues that have happened, and are publicly available online, may then be discussed during the interview stage with the candidate.

All successful applicants will be required to undergo a range of checks in line with Keeping Children Safe In Education, including an enhanced background check conducted by the Disclosure & Barring Service prior to employment commencing.

To apply for this role, please download the college application form, complete and return via email to jobs@moulton.ac.uk; these are located on the College website at https://www.moulton.ac.uk/work-for-us. Alternatively email jobs@moulton.ac.uk to request an application pack.

CV’s will not be considered.