



Administration Assistant Apprenticeship

37 hours week (2-year contract)

Year 1 - £9,279.35, Year 2 – up to £18,327.21 (depending on age)

We are looking to recruit an Administration Assistant Apprentice to provide general administrative support to the Town Council to ensure the efficient running of the service with specific responsibility for supporting our climate change agenda.

You will be required to undertake the Business Administration Level 3 training course with Shrewsbury Colleges Group from September (1 day per week).

The ideal candidate must have GCSE Grades A*- C / 9-4 (or equivalent) in Maths and English.

An application form is available at: www.shrewsburytowncouncil.gov.uk