



<https://www.avant.ac.uk/apprenticeships/business-data-apprenticeship/>

Business-Data Apprenticeship – Foresight (Grimsby)

Description

To provide all aspects of support as required by the Facilities Manager, Operations Manager and Housing Manager that will meet the needs and requirements of all Foresight direct operational delivery also to assist the Facilities Manager in the maintenance of all buildings and vehicles.

What will the apprentice be doing?

The role includes but is not limited to:

- To assist the Facilities Manager to co-ordinate and manage the day to day running of our properties
- To assist with collecting data and faults reported from the weekly vehicle checks, building maintenance and tenants
- To assist with keeping regular updates of work being completed on our properties by contractors
- To provide cover for Reception when required
- To assist with monitoring and evaluation of all properties as required
- To assist the Facilities Manager to collate and produce progress reports, monitoring reports and other relevant information as required by trustees, funders, statutory bodies and other partners
- To provide high levels of administrative support including but not limited to Facilities Manager, Operations Manager and Housing Manager

What training will the apprentice take and what qualification will the apprentice get at the end?

- Qualification: You'll earn a Level 3 in Data Technician at the end of your apprenticeship
- Training Location: Your on-the-job training will take place at Foresight in Grimsby
- Off-the-Job Training: 20% of your training will be held at Avant Skills Academy Training Centre in Grimsby town centre
- Functional Skills in English and maths if required

What is the expected career progression after this apprenticeship?

- Database Administrator: Manage and maintain databases to ensure their efficiency and security.
- Data Analyst: Analyse and interpret complex data sets to inform business decisions.

Desired skills and personal qualities

- Communication skills
- IT skills
- Attention to detail
- Organisation skills

Employer

Foresight

Annual Wage

£ 12,313.60

Working Week

Monday to Friday between the hours of 08.30-16.00

Total hours per week: 37 hours a week

Expected Duration

16 Months

Possible Start Date

October 2024

Date posted

6 September 2024

Apprenticeship Standard

Data Technician Level 3

Apprenticeship Location

60 Newmarket Street, DN32 7SF, Grimsby

Apply:

Apply Now!

- Customer care skills
- Problem solving skills
- Presentation skills
- Administrative skills
- Number skills
- Analytical skills
- Logical
- Team working
- Creative
- Initiative
- Non judgemental
- Patience

Qualifications

- GCSE or equivalent English (Grade C/4) desirable
- GCSE or equivalent Maths (Grade C/4) desirable

About the employer

At Foresight, we are a dedicated organisation committed to meeting the needs and requirements of disabled individuals, their families, and carers in North and North East Lincolnshire. Our mission is to provide the way forward for the disabled community, empowering individuals to a new beginning, a brighter future, and a full and enjoyable life.