



ROYAL OPERA HOUSE

JOB DESCRIPTION

Title: Estates Business Services Apprentice

Reports to: Estates Business Services Manager

Main purpose of the job

The Estates & Facilities Business Services team deals with a high volume of activities, often against tight timescales, and consequently this role is busy, varied and requires excellent attention to detail and the ability to multi-task to ensure all transactional activity is processed accurately and efficiently.

This role will be for a fixed period of 24 months to allow completion of the Advanced Level 3 Business and Administration Apprenticeship Standard and as such the job holder must be prepared to spend one day every fortnight dedicated to their studies.

Main Responsibilities

Provide accurate, timely, efficient, and confidential administration of key processes adhering to Estates & Facilities standards, policies, and standard operating procedures.

The Business Services Apprentice will be allocated responsibilities for a range of processes including but not limited to:

- Provide day to day administration support to the Estates & Facilities teams by assisting in the preparation of documents and reports, taking minutes, mandatory data and filing programme.
- Support the Estates Technical Team with administration tasks.
- Support the management of external contractors.

PERSON SPECIFICATION

Essential Knowledge/Skills and Experience:

- Educated to GCSE/Level2 standard (minimum grade C/4 in 5 GCSE's including maths and English) or equivalent.
- Some experience and knowledge of IT systems, including email, internet, and Microsoft Office applications (Word & Excel)
- Experience working in an office administration function and knowledge of office equipment.
- An interest in financial administration.

- An interest in Estates & Facilities.

Note: This Job Description reflects the current situation. It does not preclude change or development that might be required in the future.

