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Apprentice Administration Assistant, Placements Administration

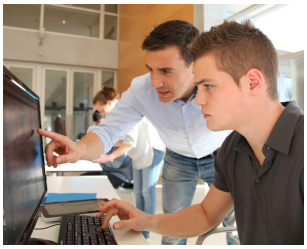
Location: **Halifax**

Posted: **27th August 2026**

Employer: **Calderdale College**

Role type: **Apprenticeship**

Entry Requirements:



At Calderdale College, we're proud to work in partnership with employers across our region, helping to develop the skilled workforce that local businesses need to thrive. By collaborating closely with industry, we ensure our education and training reflect the changing needs of employers and the wider economy.

Business

Further and higher education college

Training provided

Level 2 Administration assistant

Pay details

National Minimum Wage rate for apprentices

Hours

37 hours a week

Requirements

- GCSE maths and English
- Good communication skills
- IT skills with experience of Microsoft Office
- Organised and able to prioritise workload
- Ability to work independently and as part of a team
- Attention to detail

Minimum age

16

Description

Day-to-day tasks include:

- Acting as the first point of contact for all department enquiries
- Assisting staff in the day-to-day administration within the Employer Engagement Team
- Maintaining effective record systems
- Photocopying & collation as required
- Sending and receiving information via email
- Word processing of letters, memos and other documentation
- Maintaining and setting up filing systems

- General data inputting
- Organising resources
- Minute taking
- Booking rooms and organise hospitality/refreshments
- Updating systems and procedures
- Answering the telephone in a professional manner
- Liaising between departments when required
- Maintaining confidentiality at all times, effectively disposing of or shredding documentation
- Supporting the organisation and ensuring the smooth running of events
- Archiving and scanning of documentation

How to apply

Please apply on the college **website**.

To enquire about this role: