

# APPRENTICESHIPS @

<b>Vacancy Title</b>	<b>Legal Office Apprentice</b>
<b>Qualification offered</b>	Level 2 Business and Administration (Pathway 2 Legal Administration)
<b>Job Description</b>	Lancaster City Councils Legal Service is an internal legal support service for all other Services within the Council, providing advice and assistance in relation to a wide spectrum of areas of law applicable to local authorities (including, but not exclusively, Planning, Property, Housing and debt recovery). The post holder will assist the solicitors and legal assistants in delivering this service by offering administrative support and subject to satisfactory progress will be given the opportunity to learn more detailed aspects of the work undertaken within the Legal office.
<b>Number of positions available</b>	1
<b>Weekly Wage</b>	Starting wage - £96.20 per week Opportunity to increase wage after a set period of time and on reaching certain criteria set by line manager and mentor.
<b>Working Week</b>	Monday – Friday 9am – 5pm (37 hrs) Lancaster City Council does offer a flexi-leave scheme which you would be eligible for.
<b>Other information</b>	Annual Leave entitlement is 26 days plus bank holidays
<b>Length of apprenticeship</b>	12 months
<b>Skills Required</b>	You will have (or have been predicted) at least five GCSE's (or equivalent) grade A-C including English and Mathematics. Excellent IT skills are a must, along with good written and verbal communication skills.
<b>Personal Qualities</b>	The post offers a great opportunity for an enthusiastic, reliable and focused individual, who has an eye for detail to gain an insight into a legal practice from a local government perspective. They must be keen to work in a busy office dealing with a variety of different types of work, show a willingness to learn in order to develop their administration skills, and demonstrate maturity and the ability to work alongside a wide variety of people
<b>Usual Place of Work</b>	Lancaster Town Hall
<b>How to Apply</b>	Please send an up to date copy of your CV and a covering letter as to why you are interested in the role to <a href="mailto:apprenticeships@lancaster.gov.uk">apprenticeships@lancaster.gov.uk</a>
<b>Closing Date</b>	29 <sup>th</sup> June 2012