



BA116 – Teaching Assistant/Business Admin Apprentice for Social Enterprise

We are very excited to be able to offer this Apprenticeship opportunity.

Numberfit is an award winning social enterprise and mathematics programme which successfully works with schools and nurseries alongside the National Curriculum and EYFS for 3-14 year olds. We know that some children can find maths a little bit tedious and boring and it is far from their favourite lesson! Our aim is to change all that by making it fun and enjoyable, we use energetic physical activities and team games to teach numeracy and problem solving and are looking to build an entire entertainment brand based around numeracy.

To see an example of what we do visit our link <http://www.youtube.com/watch?v=Jf8Z7Ogm09E&feature=plcp>.

We are a small company with big ideas and are growing rapidly. We are looking for an Apprentice with the energy and enthusiasm to help us with the way forward and to become an important part of our exciting and innovative journey.

There are many aspects to this role:

- Delivering maths sessions in schools and lesson preparation.
- Finding ways to make maths fun.
- Entertainment research.
- Building a fun eco system of mathematics.
- Sales and marketing.
- Liaising with designers, illustrators and storywriters.
- Social media.
- Business admin.
- New business development.

You will need to have GCSE Maths or further, be fun, hard working and enthusiastic, with excellent communication skills and keen to help to contribute to children's academic, physical and social well-being. You will also be able to help drive the business forward with sales and marketing, no experience is necessary – enthusiasm and great ideas are more important to us.

The successful candidate will have excellent verbal and written communication skills, be highly efficient and be able to prioritise their work load effectively.

They will be able to demonstrate:

- Excellent organisation skills.
- Be very thorough with good attention to detail.
- Highly personable and able to get along with customers, schools and tutors alike.
- IT literate with good experience of all Office packages.
- Reasonable levels of numeracy.
- Able to work on own initiative.

This role encompasses two different types of Apprenticeships, so you can choose which qualification you would like to work towards: either a Level 2 Support, Teaching and Learning or Level 2 NVQ Certificate in Business and Administration/Level 2 Certificate in Principles of Business and Administration.

We are located in Amersham (South Buckinghamshire) on the Metropolitan line.

If you are as excited by this opportunity as we are and would like to find out more, please apply by sending a CV and covering letter to enquiries@numberfit.com using the **subject line BA116**. Please also confirm what grade you achieved in your GCSE Maths or higher.