



Josben International College

Internship Opportunities Available!

Duration: 6 Weeks

Location: Hybrid

Stipend: £12.21/hour

Working Hours: 25 hours/week

Are you looking to gain hands-on experience and grow your skills? Join our Internship Programme and kickstart your career!

Internship Areas:

- Data Analysis
- IT Systems Administration
- Web Development/E-commerce
- HR Administrator/Customer Service Advisor
- Teaching Assistant / Cover Supervisor



JOIN OUR INTERNSHIP PROGRAMME TODAY!

click the link below to finish your application.

<https://openbadgefactory.com/c/earnablebadge/SVA39RaFZaB5V/apply>

Job Title: Systems Administration Intern**Location: Josben International College, Peterborough (Hybrid)****Employment Type: Internship - 25 hours/week****Duration: 6 weeks****Job Description:**

We are seeking a proactive and detail-oriented Systems Administration Intern to join our IT team. The intern will gain hands-on experience in managing and maintaining IT systems, supporting user accounts, and ensuring optimal system performance. This is an excellent opportunity to develop technical skills in a dynamic and collaborative environment.

Key Responsibilities:

- Assist with setting up and managing user accounts, permissions, and directory services
- Monitor system performance and ensure system reliability and efficiency.
- Support system updates, patches, and software installations.
- Assist in maintaining IT security measures, including firewalls and antivirus solutions.
- Troubleshoot hardware and software issues for end-users.
- Participate in maintaining accurate documentation for IT processes and configurations.
- Provide support for network configuration and management tasks.

Person Specification:

- Essential Criteria:
 - Basic knowledge of IT systems, operating systems, and network concepts.
 - Familiarity with tools like cPanel, Office 365, and system monitoring software.
 - Strong analytical and problem-solving skills.
 - Good written and verbal communication abilities.
 - Willingness to learn and adapt to new technologies.
 - Good organisation and prioritising skills.
 - Ability to work under pressure and deliver tasks to completion on time
 - Able to work effectively and collaboratively with others within and beyond the team.
- **Education/Qualifications**
 - Minimum of GCSE.
- **Desirable Criteria:**
 - Basic understanding of cybersecurity best practices.
 - Previous exposure to system administration tasks.

Job Title: Website Design Intern (WordPress)

Location: Josben International College, Peterborough (Hybrid)

Employment Type: Internship - 25 hours/week

Duration: 6 weeks

Job Description:

We are looking for a creative and motivated Website Design Intern with a passion for WordPress and web design. The intern will work closely with our design and development teams to create, update, and optimise our websites. This role is perfect for someone eager to learn and grow in the web design field.

Key Responsibilities:

- Design and develop websites using WordPress, including customising themes and plugins.
- Create and manage website content, ensuring functionality and visual appeal.
- Optimise websites for performance, speed, and SEO.
- Troubleshoot and resolve technical issues with websites.
- Collaborate with the team to implement client feedback and updates.
- Assist in maintaining website security, including regular backups and updates.

Person Specification:

- **Essential Criteria:**
 - Basic knowledge of WordPress, including themes and plugins.
 - Understanding of HTML, CSS, and basic web design principles.
 - Strong attention to detail and creative problem-solving skills.
 - Good organisational and time-management abilities.
 - Willingness to work collaboratively and take feedback constructively.
 - Good organisation and prioritising skills.
 - Ability to work under pressure and deliver tasks to completion on time
 - Able to work effectively and collaboratively with others within and beyond the team.
- **Desirable Criteria:**
 - Familiarity with SEO and website optimisation tools.
 - Experience with content creation and graphic design tools
 - Knowledge of website security best practices.
- **Education/Qualifications**
 - Minimum of GCSE.

Junior Data Analyst Job Description

Location: Josben International College, Peterborough (Hybrid)

Employment Type: Internship - 25 hours/week

Duration: 6 weeks

A Junior Data Analyst assists in analyzing and interpreting data to inform business decisions. Will work closely with senior analysts and stakeholders to develop and implement data visualizations, reports, and models.

Their key responsibilities include

- **Data Analysis:** Assist in analyzing and interpreting data to identify trends, patterns, and insights.
- **Data Storytelling and Visualization:** Develop and implement data visualizations and reports to communicate insights to stakeholders.
- **Data Management:** Assist in managing and maintaining databases, data warehouses, and data governance.
- **Collaboration:** Work closely with senior analysts, stakeholders, and other teams to identify business needs and develop solutions.
- **Reporting:** Assist in developing and implementing reports and dashboards to track key performance indicators (KPIs).
- **Develop and implement data visualizations and reports to communicate insights to stakeholders.**

Skills and Knowledge

- Basic understanding of data analysis concepts and techniques, statistics.
- Familiarity with data visualization tools and techniques (e.g., Tableau, Power BI).
- Proficiency in Microsoft Excel and its advance features, SQL and database management.
- Strong analytical and problem-solving skills.

PERSON SPECIFICATION

Education/Qualifications

Minimum of GCSE.

Personal qualities

- **Analytical mindset:** Ability to analyze complex data and identify patterns and trends.
- **Attention to detail:** Meticulous attention to detail to ensure accuracy and quality of work.
- **Problem-solving skills:** Ability to think critically and develop creative solutions to problems.
- **Communication skills:** Effective communication skills to convey complex data insights to stakeholders.

- Curiosity: Desire to learn and explore new data sources, tools, and techniques.
- Collaboration: Ability to work effectively with cross-functional teams and stakeholders.
- Adaptability: Ability to adapt to changing priorities and deadlines.
- Time management: Effective time management skills to meet deadlines and deliver results.
- Continuous learning: Commitment to ongoing learning and professional development.
- Storytelling: Ability to tell compelling stories with data to engage and inform stakeholders.

Job Title: HR Administrator / Customer Service Advisor (Intern)

Location: Josben International College, Peterborough (Hybrid)

Duration: 6 weeks - 25 hours/week

About the Role

We are seeking a proactive and enthusiastic HR Administrator / Customer Service Advisor Intern to join our team. This unique role combines key aspects of human resources support with customer-facing service delivery, providing you with the opportunity to develop versatile administrative and interpersonal skills.

As an intern, you'll gain practical experience in HR processes and customer service best practices, working alongside experienced professionals in a supportive learning environment. This internship is ideal for individuals looking to build a career in HR, customer relations, or general administration.

Key Responsibilities

- Support the HR team with administrative tasks such as maintaining employee records, scheduling meetings, and updating internal databases.
- Assist with recruitment activities including posting job adverts, coordinating interviews, and responding to candidate inquiries.
- Provide excellent customer service to internal and external stakeholders via email, phone, and in person.
- Help to draft HR-related correspondence and support onboarding processes for new staff.
- Respond to employee and customer queries in a professional and timely manner, escalating issues where necessary.
- Assist with the preparation of HR documents, reports, and presentations.
- Maintain confidentiality and adhere to data protection policies at all times.
- Contribute to other administrative and customer service projects as assigned.

Person Specification

Essential Skills & Attributes

- Interest in HR, customer service, or administration.
- Excellent written and verbal communication skills.
- Good organizational and time management skills with the ability to multitask.
- Professional and approachable demeanor.
- Strong attention to detail and accuracy.
- Ability to maintain confidentiality and handle sensitive information.
- Proficiency in Microsoft Office (Word, Excel, Outlook) and willingness to learn other systems.

Desirable Skills & Attributes

- Previous experience in an office, HR, or customer service setting (including voluntary or academic experience).
- Awareness of basic HR principles and employment best practices.
- Familiarity with HRIS or CRM systems.
- Ability to work effectively as part of a team and independently.

POST TITLE: Teaching Assistant Intern

WORKING HOURS: 25 hours/week for 6 weeks.

SALARY: £12.21 per hour.

RESPONSIBLE TO: Class Teacher/Tutor

PURPOSE OF THE JOB:

The Teaching Assistant will:

- support students', individually or in groups, so they can access the curriculum, take part in learning and make progress towards their learning objectives;
- promote students' independence, self-esteem and social inclusion; and
- ensure all students' safety and welfare.

DUTIES AND RESPONSIBILITIES

1 Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all students.
- Promote, support and facilitate inclusion by encouraging participation of all students in learning and extracurricular activities.
- Support the teaching of a broad and balanced curriculum aimed at students achieving their full potential in all areas of learning.
- Use effective behaviour management strategies consistently in line with the school's policy and procedures.
- Support class teachers with maintaining good order and discipline among students, managing behaviour effectively to ensure an effective and safe learning environment.
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment.
- Observe student performance and share observations with the class teacher.
- Supervise a class with another staff-member if the teacher is temporarily unavailable.
- Use ICT skills to advance students' learning.
- Undertake any other relevant duties given by the class teacher/Tutor.

2. Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of student performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons.
- Prepare the classroom for lessons and other activities.

3. Working with staff, parents/carers and relevant professionals

- Communicate effectively with other staff members and with parents and carers under the direction of the class teacher.
- Communicate their knowledge and understanding of students to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.
- Contribute to meetings with parents/guardians by providing feedback on student progress, attainment and barriers to learning, as directed by teachers.
- With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the students they work with.
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers.
- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop effective professional relationships with colleagues.
- Make a positive contribution to the wider life and ethos of the school.

4. Health and safety

- Promote the safety and wellbeing of students, and help to safeguard students' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policies.
- Provide support with regard to the personal care, health and medical needs of students.

5. Professional Development

- Maintain knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.
- Take part in the school's appraisal procedures.

6. Safeguarding

- Follow statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Promote the safeguarding of all students in the school.

PERSON SPECIFICATION

CRITERIA QUALITIES

(E) – Essential Criteria (D) – Desirable Criteria

Qualifications and Experience

Minimum of GCSE

Skills and knowledge

- Good literacy, numeracy and organisational skills (E)
- Ability to build effective working relationships with students and adults (E)
- Skills and expertise in understanding the needs of all learners (D)
- Knowledge of how to help adapt and deliver support to meet individual needs (D)
- Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and learners (D)
- Excellent verbal communication skills (E)
- Active listening skills (E)
- The ability to remain calm in stressful situations (E)

Teaching Assistant – Job Description and Person Specification

- Knowledge of guidance and requirements around safeguarding children and young people (E)
- Good ICT skills, particularly using ICT to support learning (E)
- Understanding of roles and responsibilities within the classroom and whole school context (D)

Personal Qualities

- Enjoyment of working with children (E)
- Sensitivity and understanding, to help build good relationships with students (E)
- A commitment to getting the best outcomes for all learners and promoting the ethos and values of the school (E)
- Commitment to always maintaining confidentiality (E)
- Commitment to safeguarding students' wellbeing and equality (E)
- Resilient, positive, forward looking and enthusiastic about making a difference for young people with SEND (E)
- Capacity to inspire, motivate and challenge children and young people with SEND (E)

NOTE:

This Job Description and Person Specification may be amended at any time in consultation with the post holder.

Last Review Date: June 2025

Next Review Date: June 2026.

Safeguarding Statement

At JOSBEN International College, we respect and value all children and young people and are committed to providing a caring, friendly and safe environment for all our students so they can learn, in a relaxed and secure atmosphere.

We believe every student should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by or invited to deliver services at JOSBEN International College. We recognise our responsibility to safeguard all who access school and promote the welfare of all our learners by protecting them from physical, sexual and emotional abuse, neglect and bullying.