

I work directly with the School Improvement consultants to help the School establish a clear educational vision and to identify areas for improvement.

I organise diaries; I provide administration support and help organise events. I have recently helped to organise a major event where I drafted a letter to delegates, created a poster and took delegate bookings. I particularly enjoy this aspect of the job. I manage my own workload. The Consultants know I am capable; that makes me feel good. It's recognition.

I did my GCSEs at school. Sometimes I think I took the wrong options in Year 10. I should have done things that I was good at, more practical things such as drama and art - the potential was there. If I could go back, I would change it and do everything that I was good at; but I left school with five good GCSEs.

When I finished school I went to Dudley College to do Level 3 Business. I didn't work hard though, so I couldn't continue. Some time later I attended Sandwell College where I took a few short courses in computing. I then was taken on as an apprentice with a small firm. I learnt a great deal there about finance, invoicing purchase orders and so on. I then took on a temping position in Planning and Transportation with Sandwell Council where I stayed for about two and a half years it was from there that I applied for the Sandwell MBC apprenticeship scheme.

I would like to work within the youth sector primarily helping young people, or within youth offending. I have been doing some research into how I can get into it and see how I can move from administration into that area of work.

The NVQ 2 in ? I will gain at the end of my apprenticeship will improve my skills and knowledge and allow me to apply more confidently for other jobs. I am also keen to build on it and move onto Level 3 qualifications. I am ambitious now and I don't want to stop achieving.