

Apprenticeship Vacancies – Advert Template

1. Vacancy Details		
Vacancy Title	ICT Apprentice	Mandatory
Employer Name	Bosco Catholic Education Trust	Mandatory
Employer Address	St Philip Howard Catholic School Elm Grove South Barnham West Sussex PO22 0EN	Mandatory
Contact Details		
Title	Mrs	
Surname	Alcorn	Mandatory
First name	Jill	Mandatory
Position	Chief Finance Officer	
Telephone	01243 558209	Mandatory
Email	jalcorn@sphcs.co.uk	01903 255395
Fax	01243 558209	
Can be contacted using	<input type="checkbox"/> ✓ ✓ Email <input type="checkbox"/> ✓ ✓ Phone <input type="checkbox"/> ✓ ✓ Post	Mandatory
Full Description of Vacancy	We are looking to appoint an apprentice with IT experience/working towards IT qualifications, to work with our school IT team. This work involves responding to requests for IT support from teaching and support staff, being the first point of call for problems with computers, whiteboards and other standard IT equipment.	Mandatory - The full description gives a much richer and more detailed summary of the role and can therefore be more elaborate than the short description. However, be careful not to repeat elements that are covered in other fields you are about to complete e.g. hours, wage, Candidate requirements, etc
Short Description of Vacancy	IT Support Apprentice	Mandatory - This should give enough detail to either entice the Candidate to read more (the full description) or know that this vacancy was not what they were looking for.
No. of positions available	1	Mandatory
Weekly Wage	£200	Mandatory
Working Week	30 hrs to be worked over 4 days between Monday to Friday with one day spent at college	Mandatory – please include no. of hours and pattern eg: 37.5hrs, Mon-Fri, 9-5pm.
Future Prospects description	We have just converted to a multi academy trust and will be increasing in size over the next few years. Although there are no current openings, we would expect this to change for the right candidate by the end of the apprenticeship.	This field is optional. However it is helpful for a Candidate to be able to see where the role is likely to progress and will make the vacancy more attractive to potential applicants.

Vacancy Location	Barnham, West Sussex	Mandatory
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2. Further Employer Details		
Anonymous Name		Optional <i>Only to be used in exceptional circumstances</i>
Employer Description	Education	Optional
Employer Website	www.sphcs.co.uk	Optional

3. Learning Provider Details (completed by Provider)		
Provider	Chichester College	
Occupational Area	Education	Mandatory
Framework	IT	Mandatory
Level	4	Mandatory
Training to be Provided	Level 4 NVQ diploma in IT BTEC L4 HNC BTEC L4 Diploma in Professional Competence for IT and Telecoms	Please enter the details of any training that will be given as a part of the role being offered including any professional awarding bodies as appropriate
Duration of Course	2 years	Mandatory

4. About the Candidate		
Skills Required	IT Literate, sound basic knowledge of computers	Whilst these fields are optional it is strongly recommended that any expectations are stated. This will result in the most suitable Candidates applying for your vacancy.
Qualifications Required	Level 3 NVQ diploma in IT, English and Maths at C grade GCSE	
Personal Qualities	Calm nature, eager to learn, helpful, approachable and considerate. Must have a 'can do' attitude and able to work in a team, as well as confidence to problem solve on their own if necessary.	

5. Additional Detail		
Important Other Information	Apprenticeship National Minimum Wage (ANMW): The National Minimum Wage for Apprentices is £3.30 per hour (From October 1st 2016 this will be increasing by 3% to £3.40 per hour). This is the legal minimum pay per hour applying to 16-18 year old apprentices and those aged 19 and over in the first year of their apprenticeship. For apprentices 19 or over who have completed their first year and are continuing their apprenticeship, the National Minimum wage appropriate to their age applies.	NMW statement is mandatory. Other info is optional, but recommended for targeting specific groups of people eg: age, location. Please use tag lines provided.
Reality Check	Post is subject to a satisfactory Disclosure and Barring Service check and health questionnaire.	Optional, but recommended for info such as CRB checks, location of employer for public transport etc.

6. Supplementary Application Form Questions		
Question 1:	What are your future aspirations?	Optional, but recommended to increase calibre of applications
Question 2:	Why do you want to work in an educational environment?	
7. Key Dates		
Closing Date	20 February 2018	Mandatory
Interview Start Date	Week beginning 26 February 2018	Mandatory – should be after closing date
Possible Start Date	March 2018	Mandatory - should be after interview date