**RECRUITMENT PACK**

**This document includes the following information:**

* Job Description
* Person Specification
* Additional information

**Making an application:**

When completing the online application form you will be asked to answer questions to help you demonstrate how you meet the requirements of the post. Your answers will be used at the shortlisting and interview stages of the recruitment process. We therefore recommend that you take a copy of this recruitment pack to help with your preparation.

NOTE IF YOU ARE APPLYING VIA THE UNIVERSITY’S ONLINE RECRUITMENT PORTAL: You don’t have to answer the questions in one attempt but can save your incomplete application and return to it at another time. You may want to draft your answers using Microsoft Word and then copy your text into the application form. Please be aware that formatting (e.g. underline, bold, bulleting) will be lost in this process. If you are using an Apple product you will need to use an alternative web browser to Safari such as Google Chrome.

* Links to Guidance Notes and Frequently Asked Questions can be found on the Search Results page. These pages will open in a new window.
* **We recommend that you take a copy of this recruitment pack to help with your preparation.**

**Our commitment to Equality, Diversity and Inclusion**

The [diversity of our community](https://www.essex.ac.uk/jobs/diversity) is more than where our staff and students come from. More than 1000 of our staff and students identify as LGBTQ+, more than 1,300 have declared a disability and many members of our community follow a religion or belief.

We recognise the value that diversity brings and so we want to recruit, develop, retain and motivate an increasingly diverse workforce. We also want to attract people who will be good citizens, who will contribute to the life of the University and whose behaviour will have a positive impact on those around them.

Our [Strategy](https://www.essex.ac.uk/governance-and-strategy/university-strategy/people) sets out how we will do this through the delivery of a fair and supportive working environment for all.

The University of Essex is proud to be part of the Disability Confident scheme and is committed to supporting diversity and equality, representative of our inclusive community. As part of our commitment to this scheme any candidate who has a disability and meets all the essential criteria for the role will be offered an interview. We also work in partnership with national disability organisation [AccessAble](https://www.accessable.co.uk/) who provide detailed online access guides to many of our campus buildings and facilities which you may find useful.

Please note: We are only accepting on-line applications for this post. However, if you have a disability that makes it difficult for you to provide us with information in this way, please contact resourcing@essex.ac.uk for help.

**Closing Date:** Click or tap here to enter text. **Interviews are planned for:** Click or tap here to enter text.

**Expected start date:** Click or tap here to enter text.

**JOB DESCRIPTION – Job ref (iTrent REQ Number: XX)**

|  |  |
| --- | --- |
| **Job Title:**  | **Apprentice XXX** |
| **Grade of role (apprentice is working towards):** | Click or tap here to enter text. |
| **Apprentice Salary Grade:** | Click or tap here to enter text. |
| **Contract:** | Fixed term, XXX time. This is because it is linked to the duration of your apprenticeship training. OR XXX |
| **Hours:**  | Click or tap here to enter text. |
| **Department/Section:**  | Click or tap here to enter text. |
| **Responsible to:**  | Click or tap here to enter text. |
| **Reports on a day-to-day basis to:**  | Click or tap here to enter text. |
| **Purpose of job:**  | This is a developmental post. This post holder is employed as an apprentice undertaking a XXX apprenticeship. The main purpose of the role is to XXX. |

**Duties of the Post:**

During your apprenticeship you will complete a XXX apprenticeship and learn how to undertake the following:

* XXX
* XXX
* XXX
* XXX
* XXX

In addition, you may be asked to complete other duties as may be assigned from time to time by your Head of Department / Director or their nominee.

These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.

**Terms of Appointment:**

For a full description of the terms of appointment for this post please [our website](https://www.essex.ac.uk/staff/employment-policies-procedures/my-contract).

**PERSON SPECIFICATION**

|  |
| --- |
| **JOB TITLE: Apprentice** XXX |

**Qualifications /Training**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| * English & maths level 2
 |[ ] [ ]
| * Click or tap here to enter text.
 |[ ] [ ]

**Experience/Knowledge**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| * Click or tap here to enter text.
 |[ ] [ ]
| * Click or tap here to enter text.
 |[ ] [ ]
| * Click or tap here to enter text.
 |[ ] [ ]
| * Click or tap here to enter text.
 |[ ] [ ]

**Skills/Abilities**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| * Click or tap here to enter text.
 |[ ] [ ]
| * Click or tap here to enter text.
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| * Click or tap here to enter text.
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| * Click or tap here to enter text.
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| * Click or tap here to enter text.
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| * Click or tap here to enter text.
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**Other**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| * Be 16 or over and not in full-time education before commencing an apprenticeship
 |[x] [ ]
| * Currently living in England with a valid and eligible residency status
 |[x] [ ]
| * Not hold a higher qualification in the same subject as the apprenticeship (as apprenticeship funding requires that the training is materially different from any prior qualification)
 |[x] [ ]

\* In accordance with Home Office guidance and the Asylum, Immigration and Nationality Act 2006 the University of Essex has a responsibility to ensure all employees are eligible to work in the UK. Prior to commencing employment, the successful candidate will be asked to provide documentary evidence to this effect. Further information about UK immigration requirements and working in the UK can be found on the [Home Office website](https://www.gov.uk/browse/visas-immigration/work-visas).

**Please note we will also not be able to provide sponsorship for, or accept as ‘right to work’, a Tier 4 or Student visa for this post.**

**ADDITIONAL INFORMATION**

**XXX Department**

You can find more information about the department via the following link: XXX

**General information**

Where this post is fixed-term, it is because it is linked to the duration of your apprenticeship training. Upon completion of the apprenticeship, you may apply for any advertised University vacancies in the normal way. There is no guarantee of a permanent position upon completion.

You will be studying towards your XXX and your training will be provided by XXX. This role is linked to the training and therefore all requirements of the qualification (e.g. coursework, attendance at meetings and lectures/classroom based training) need to be met for your employment to continue.

**Our Strategy**

Please find a link to the University of Essex Strategy webpages below:

<https://www.essex.ac.uk/about/university-strategy>

**Pay and benefits**

We advertise our salaries on a range to indicate the trajectory of progression that can be made. Appointments will be made at the start of the salary range. The university salary structure includes automatic pay progression within the published grades, subject to service and performance.  In addition to this, there are performance related annual pay review schemes in place.

Please note that apprentice salaries take account of the fact that apprentices are employed in developmental roles, as well as the requirements of the published national rates <https://www.gov.uk/national-minimum-wage-rates>.

As an employer we offer a range of benefits and a commitment to career development and equal opportunities in an environment that both reflects and creates a rich interaction of people, disciplines and ideas.

* Pension scheme
* Generous holiday entitlement
* Competitive salaries
* Training and development
* Family friendly policies
* On campus childcare facilities, for more information visit [www.wivenhoeparkdaynursery.co.uk](http://www.wivenhoeparkdaynursery.co.uk)
* Relocation support package for qualifying staff
* Interest free season ticket loan
* Range of optional salary exchange tax benefits (pension and bicycle schemes)

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