|  |  |
| --- | --- |
| Job title | Apprentice (Job Title) Always put the word ‘Apprentice’ first for improved listing on the vacancies page. |
| Division |  |
| Department |  |
| Location |  |
| Grade and salary | Apprentice Grade 1 £XX,XXXX |
| Hours | *Delete as applicable:*  Full time Part time (x hours / %FTE) |
| Contract type | Fixed-term Apprenticeship (include duration) |
| Reporting to | *(Name (optional) and job title)* |
| Vacancy reference | *(Xxxx)* |
| Additional information | No relocation expenses apply to this post. |

[The University has a bronze Athena Swan Award at an institutional level, and the logo below can be used by all departments. If your department has a Silver/Gold Athena Swan award, you can replace the bronze logo in the footer below, accordingly]

**Apprenticeships at the University of Oxford**

Becoming an apprentice at the University of Oxford is an excellent opportunity to gain practical experience and training. You will work alongside experienced colleagues, whilst learning on the job and appropriate objectives will be set during the course of the Apprenticeship. At the same time, you will study for formal qualifications in your field.

For more information, please see some of our current apprentice’s case studies: <https://www.apprenticeships.ox.ac.uk/meet-our-apprentices>

For advice on how to make you application for this apprenticeship the best it can be, please go to: <https://www.apprenticeships.ox.ac.uk/how-apply>

### The role *(This section describes the training you will receive and a brief overview of the job)*

You will work as an Apprentice [insert full job title]. You will be required to complete a [insert number of years] year training programme that will cover all aspects of the role and will be delivered through in-house training, as well as day-release or other distance learning methods delivered by [insert details of the provider]. You will complete a [insert exact and full Apprenticeship Title and the level] Apprenticeship which is within the (Insert defined Apprenticeship sector) sector and you will gain [insert details of any qualifications gained if any] qualification.

College attendance and successful completion of these studies is an essential requirement of this Apprenticeship.

*Include a short overview of the role including the context of the role within the team/department and an overview of the aims of the job and why it has arisen. Describe the role as positively and attractively as possible, to help attract suitable candidates. Detailed responsibilities are included below.* ***Do not*** *outline the selection criteria in this section.*

***Where possible use generic job descriptions, which can be tailored to the context of this role -*** [*https://hr.admin.ox.ac.uk/help-and-guidance*](https://hr.admin.ox.ac.uk/help-and-guidance)

### Responsibilities *(This section tries to give you a feel of what your day-to-day activities at work will be. This is just the basics, there will be more as your training progresses)*

*As a guide you should aim to outline* ***no more*** *than 10 responsibilities/duties.*

*When drafting a new job description please refer to the list of HERA elements:* [*https://hr.admin.ox.ac.uk/introduction-to-hera*](https://hr.admin.ox.ac.uk/introduction-to-hera)

**Pre-employment screening**

All offers of employment are made subject to standard pre-employment screening, as applicable to the post.

If you are offered the post, you will be asked to provide proof of your right-to-work, your identity, and we will contact the referees you have nominated. You will also be asked to complete a health declaration (so that you can tell us about any health conditions or disabilities so that we can discuss appropriate adjustments with you), and a declaration of any unspent criminal convictions.

We advise all applicants to read the candidate notes on the University’s pre-employment screening procedures, found at: <https://www.jobs.ox.ac.uk/pre-employment-checks>

Apprenticeship roles are not eligible for sponsorship under the Tier 2 visa route normally used for employed roles but there are other visa routes which candidates may be eligible to apply under. If you are eligible to apply under a different route the department is happy to discuss any queries, with support from the University’s Staff Immigration Team. There is also government residency requirements for Apprenticeship funding on which the Training Provider will be able to offer advice.

**Hazard-specific / Safety-critical duties *[delete if not appropriate]***

This job includes hazards or safety-critical activities. If you are offered the post, you will be asked to complete a health questionnaire, which will be assessed by our Occupational Health Service (OHS), and the offer of employment will be subject a successful outcome of this assessment.

The hazards or safety-critical duties involved are as follows:

*[Delete as appropriate:]*

* Working at heights
* Night working (11pm-6am)
* Lone Working
* Work in hot or cold environments
* Driving on University business
* Working with Ionising Radiation
* Regular manual handling
* Open food handling
* Working with category 3b or 4 lasers ([laser safety class](http://www.admin.ox.ac.uk/safety/policy-statements/s2-09/))
* Working with infectious pathogens (hazard group 2/3) - [Hazard Group 3 pathogens](http://www.hse.gov.uk/pubns/misc208.pdf)
* Working with blood, human products and human tissues
* Work in clinical areas with direct contact with patients (NOT administrative roles)
* Work with allergens, Eg laboratory animals, pollen, dust, fish or insects etc.
* Work with any substance which has any of the following pictograms on their MSDS: 
* Travel outside of Europe or North America on University Business

**Additional security pre-employment checks *[delete if not appropriate]***

This job includes duties that will require additional security pre-employment checks:

* List duties associated with the required security checks

*Include* ***one*** *of the following statements:*

* A satisfactory enhanced Disclosure and Barring Service check due to [give reasons, eg regulated activity involving children **OR** regulated activity involving ‘at risk’ adults] ***[delete if not appropriate]***
* A satisfactory basic Disclosure and Barring Service check due to [give reasons] ***[delete if not appropriate]***
* University security screening (eg identity checks) ***[delete if not appropriate]***

## Selection criteria *(When your application is assessed these are the things that we will look for. Try to show in your application that you have these qualities, qualifications, or experience. It doesn’t matter if you haven’t got all of them but try to show how good you are in as many areas as you can. Give workplace examples if you can, even if it is from work experience at school, or examples from extracurricular activities such as a sport you play.*

*Essential criteria are those that are required to perform the job effectively. Aim for no more than eight. The criteria should flow directly from the duties and be relevant to the role, to judge and select candidates objectively.* *When drawing up the selection criteria consider how the skills support the responsibilities outlined above:*

For apprentices typical examples might include:

* Educated to GCSE standard (English and Maths grade 4 or above) or equivalent
* Ability to communicate clearly and accurately when drafting information for documents, handbooks or websites
* Ability to communicate messages clearly and accurately on the telephone and in person
* Able to demonstrate an aptitude for the skills taught in the Apprenticeship (for example through work experience, qualifications or references)
* Experience of Microsoft Office applications, including Word and Excel

### Desirable selection criteria *(These are some extra things that would be nice if you had but if not, don’t worry)*

*It is not necessary to state any criteria in this category and, if included, aim for no more than four bullets or numbered points here.*

**About the University of Oxford**

Welcome to the University of Oxford.

We are the largest employer in Oxfordshire with around 14,000 staff working in and around Oxford in a huge range of roles. We are proud of the apprenticeship opportunities we offer and have a successful record of helping local young people from education in to their first job.

Apprentices are never on their own, working with the support of their colleagues, managers and trainers they develop the skills and qualifications required in the modern world of work. Over 80% of our apprentices continue with us in the role they have been trained for after their apprenticeship and that is just the start of their career.

We provide all of our staff with a welcoming and inclusive workplace, offering support and development opportunities that enable everyone to progress and do their best work. We recognise diversity as our strength, vital for innovation and creativity, and we aspire to build a truly diverse community, which values and respects every individual’s unique contribution.

For more information, please visit our [Working at Oxford page.](https://staff.admin.ox.ac.uk/working-at-oxford?wssl=1)

**X Department / Faculty**

The department of XXXXX (*Include a brief description of the Department. Include any relevant information on the immediate team).*

For more information, please visit: [www.ox.ac.uk/xxxxxx](http://www.ox.ac.uk/xxxxxx)

The Department of XXX holds a (bronze/silver) Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.

**How** **to apply**

If you would like to apply, click on the **Apply Now** button on the ‘Job Details’ page and follow the on-screen instructions to register as a new user or log-in if you have applied previously.

You will be asked a series of questions as part of your application. Your responses should explain how you meet the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or hobbies. Your application will be judged solely based on how you demonstrate that you meet the selection criteria stated in the job description.

All applications must be received by **midday** on the closing date stated in the online advertisement.

Please visit our [‘How to apply’](https://www.apprenticeships.ox.ac.uk/how-apply) page for apprenticeship vacancies for more advice and information.

Should you experience any difficulties using the online application system, please email [recruitment.support@admin.ox.ac.uk](mailto:recruitment.support@admin.ox.ac.uk). Further help and support is available from <https://hrsystems.admin.ox.ac.uk/recruitment-support>. To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://www.recruit.ox.ac.uk/).

Please note that you will receive an automated email from our e-recruitment system to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

## Important information for candidates

**Data Privacy**

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University’s Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University’s Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>

**Equality of Opportunity**

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

**Benefits of working at the University**

## Employee benefits

University employees enjoy 38 days’ paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See <https://hr.web.ox.ac.uk/staff-benefits>.

## University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See [www.club.ox.ac.uk](http://www.club.ox.ac.uk) and <https://www.sport.ox.ac.uk/home>.

## Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <https://welcome.ox.ac.uk/>.

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>.

## Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to My Family Care, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See <https://hr.admin.ox.ac.uk/family-friendly-benefits>.

## Childcare

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.

For full details, including how to apply and the costs, see <https://childcare.admin.ox.ac.uk/home#/>.

## Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University’s Staff Disability Advisor, see <https://edu.admin.ox.ac.uk/disability-support>.

## Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at <https://edu.admin.ox.ac.uk/networks>.

## The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See [www.newcomers.ox.ac.uk](http://www.newcomers.ox.ac.uk).