|  |  |
| --- | --- |
| 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 silver Athena Swan Award at an institutional level, and the logo below can be used by all departments. If your department has a Gold Athena Swan award, you can replace the silver 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

### Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven’t done so already) we will contact the referees you have nominated. If you have previously worked for the University we will also verify key information such as your dates of employment and reason for leaving your previous role with the department/unit where you worked. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University’s pre-employment screening procedures at: <https://www.jobs.ox.ac.uk/pre-employment-checks>

Apprenticeship roles are not eligible for sponsorship under the skilled worker 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 [if not relevant delete whole section]

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, 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 [if not relevant delete whole section]

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 aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford’s researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual’s unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

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

**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 *(only to be included if not recruiting through talent pool, otherwise section to be removed)*

All applications are made through the Find an Apprenticeship website. The site can be found here: <https://www.findapprenticeship.service.gov.uk/apprenticeshipsearch>

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description. Please ensure you explain how you meet each of the selection criteria for the apprenticeship using examples of your skills and experience. This may include experience gained in employment, education, extra-curricular activities, or during career breaks (such as time out to care for dependants). For further tips on writing a good application please see: <https://www.apprenticeships.ox.ac.uk/how-apply>

Once you have submitted your application, it will be screened by the training provider for the apprenticeship. If you pass their initial assessment, you will be asked to complete further eligibility screening and to submit a CV. Please keep an eye out on your emails and check your junk/spam emails regularly.

All applications must be received by the closing date and time stated in the online advertisement.

## 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, flexible working options, travel discounts including salary sacrifice schemes for bicycles and electric cars and other discounts. Staff can access a huge range of personal and professional development opportunities. See <https://hr.admin.ox.ac.uk/staff-benefits>

## Employee Assistance Programme

As part of our wellbeing offering staff get free access to Health Assured, a confidential employee assistance programme, available 24/7 for 365 days a year. Find out more <https://staff.admin.ox.ac.uk/health-assured-eap>

## University Club and sports facilities

Membership of the University Club is free for University staff. It 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/>.

## Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service 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 dependants. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

## Family-friendly benefits

We are a family-friendly employer with one of the most generous family leave schemes in the Higher Education sector. Our Childcare Services team provides guidance and support on childcare provision, and offers a range of high quality childcare options at affordable prices for staff. In addition to 5 University nurseries, we partner with a number of local providers to offer in excess of 450 full time nursery places to our staff. Eligible parents are able to pay for childcare through salary sacrifice, further reducing costs. See <https://childcare.admin.ox.ac.uk/>. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities for dependants of all types. See <https://hr.admin.ox.ac.uk/my-family-care> ildcare

## Supporting disability and health-related issues (inc menopause)

We are committed to supporting members of staff with disabilities or long-term health conditions, including those experiencing negative effects of menopause. Information about the University’s Staff Disability Advisor, is at <https://edu.admin.ox.ac.uk/disability-support>. For information about how we support those going through menopause see <https://hr.admin.ox.ac.uk/menopause-guidance>

## Staff networks

The University has a number of staff networks including for research staff, BME staff, LGBT+ staff, disabled staff network and those going through menopause. Find out more at <https://edu.admin.ox.ac.uk/networks>

## The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is 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).