



GET YOUR CAREER GOING



Apprenticeships

CANDIDATE PACK 2026/2027

www.rutlandfederation.com

JOIN AS AN APPRENTICE

Thank you for taking an interest in our Apprenticeship programme at the Rutland and District Schools' Federation, comprising [Catmose College](#), [Catmose Primary](#) and [Harington School](#). Whilst each school has its own distinctive features, all share a passion for academic success and developing the talents of every student.

We are committed to equality, trust and mutual respect. We believe great schools are built by people, not buildings, and we are proud to offer high-quality apprenticeship opportunities which allow you to earn, learn and build a meaningful career within education and support services.

ABOUT THE APPRENTICESHIP

Apprenticeships are real jobs that allow you to earn a wage whilst you learn. You will work alongside experienced staff to learn on the job. You will receive training, followed by a qualification that is recognised and valued by employers throughout England and the UK.

The following will be discussed at interview with the successful candidate:

- The apprenticeship level
- Training provider
- Length of the course
- Working hours and staff benefits
- Which school you will be based in to complete the apprenticeship, e.g. Catmose Primary/Catmose College/Harington School
- Start date – ideally, we are looking for apprenticeships to start in September 2026

WHAT WILL I EARN?

Apprentice pay depends on:

- Your age
- The year of your apprenticeship
- Your role
- The apprenticeship you choose

Apprentices are entitled to the [National Minimum Wage for apprentices](#) if you are aged:

- 16 to 18
- 19 or older and in the first year of their apprenticeship

If you are 19 or older and have completed the first year of an apprenticeship, you are entitled to the [National minimum wage or national living wage rate for your age](#).

Further details on apprenticeships can be found [here](#).



HOW TO APPLY

If you would like to be considered to join our Apprenticeship programme, please complete the following:

- An [application form](#)
- A letter of application, on no more than 2 sides of A4.

If you have any questions regarding the Apprenticeship programme, please email office@catmosecollege.com or telephone 01572 770066.

The closing date is 9am on Tuesday 8 September

You should send your application to Stuart Williams, Executive Principal, Catmose College, Huntsmans Drive, Oakham, Rutland, LE15 6RP. Applications can also be emailed to office@rutlandfederation.com.

SAFEGUARDING

The Federation is committed to safeguarding and promoting the welfare of all students in our care and expects all staff to share this commitment. We provide safeguarding training to all staff on an annual basis, and all staff are responsible for ensuring safeguarding, health and safety policies are implemented in line with Federation policy and current legislation. Please familiarise yourself with our Safeguarding Policy, available online at www.rutlandfederation.com/policies

This position advertised is a 'regulated position' which means it will involve regular contact with children and young people; under the Safeguarding Vulnerable Groups Act 2006 it is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. This position is also 'exempt' from the Rehabilitation of Offenders Act 1974.



Administration Assistant Apprentice

We are looking for a friendly, reliable, and motivated Administration Assistant Apprentice to join our busy school administration team. This role is ideal for a school leaver aged 16 or over who is keen to gain valuable workplace experience while working towards a nationally recognised qualification.

You will play an important role in supporting the day-to-day running of the Admin office and providing a welcoming first point of contact for students, parents, staff, and visitors.

What will you be doing?

With full training and support from our experienced administration team and an external apprenticeship provider, your duties will include:

- Welcoming visitors and providing a professional and friendly reception service
- Answering telephone calls and responding to routine enquiries in person
- Supporting communication with parents and carers, including sending letters and emails
- Producing documents using Microsoft Word and Excel
- Assisting with general office administration tasks
- Monitoring and maintaining stationery and office supplies
- Working closely with staff across the school to support daily operations

Who is this role suitable for?

This role is ideal for someone who:

- Is aged 16 or over and keen to start their career
- Has good communication and organisational skills
- Is polite, professional, and willing to learn
- Has a basic understanding of IT or is keen to develop IT skills
- Enjoys working in a team and supporting others

No previous office experience is required.



JOB DESCRIPTION

JOB TITLE

Apprentice (School-Based): IT / Catering / Teaching Assistant

RESPONSIBLE TO:

Line Manager (e.g. Business Manager, Team Leader, SENCo, IT Lead or delegated supervisor)

JOB PURPOSE

The apprentice role is designed to support the effective day-to-day operation of the school while enabling the apprentice to develop skills, knowledge and behaviours through a recognised apprenticeship programme.

The post holder will work under supervision, supporting staff, pupils and systems within the school, contributing positively to learning, administration, technical support or operational functions, depending on the apprenticeship pathway. The role combines practical work with structured training and study time.

KEY DUTIES AND RESPONSIBILITIES

(The exact balance of duties will depend on the apprenticeship pathway.)

General Responsibilities (All Pathways)

- Work as part of a professional team to support the smooth running of the school.
- Carry out duties in line with school policies, procedures and values.
- Develop skills, knowledge and behaviours in line with the relevant apprenticeship standard.
- Use digital systems and technology appropriately, including school management systems.
- Maintain confidentiality and handle information sensitively in line with data protection.
- Show a commitment to equality, diversity and inclusion.
- Participate fully in training, assessments and reviews with the training provider.
- Undertake any other reasonable duties appropriate to the role and level of responsibility.

ADMINISTRATION

- Provide administration support including filing, data entry, record keeping and correspondence.
- Assist with maintaining accurate records using school systems.
- Provide customer-facing support to parents, staff or visitors as required.
- Support compliance with internal controls and procedures.

APPRENTICESHIP RESPONSIBILITIES

- Attend all training sessions, workshops and assessments as required by the apprenticeship provider.
- Complete coursework, assignments and off-the-job training requirements.
- Engage positively with feedback and supervision.
- Work towards timely completion of the apprenticeship framework.

FEDERATION

- To familiarise yourself and comply with the Federation rules, policies and procedures in force including those contained in the Staff Handbook.
- Support the vision and ethos of the Federation.
- Uphold routines for learning and uniform.
- Contribute to monitoring and evaluating the success of the Federation.
- To proactively respond to issues identified in the Transformation Plan to bring about sustained improvement.
- Contribute to the range of extracurricular opportunities on offer to students.
- Any other reasonable duties as requested by the Executive Principal.

PERSON SPECIFICATION – APPRENTICE

ESSENTIAL	DESIRABLE	EVIDENCE
• Minimum of 4 GCSEs of grades 4-9, including English and Mathematics. • A clear recognition of and commitment to all our aims as a high performing Federation. • Smart business dress is essential. The Federation has a dress code. • Commitment to learning and developing new skills. • Willingness to work towards and complete an apprenticeship qualification. • Positive attitude, reliability and good timekeeping. • Ability to follow instructions and work under supervision. • Basic numeracy, literacy and ICT skills appropriate to the role. • Ability to work well as part of a team and communicate effectively. • Appropriate professional behaviour and presentation.	• Interest in working within a school or educational environment. • Prior experience (paid or voluntary) relevant to the apprenticeship pathway. • Confidence using digital tools or creative/technical equipment. • First Aid or willingness to undertake relevant training.	• Application form • Interview • References • Portfolio / apprenticeship evidence (where applicable)

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