



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 9 June.

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

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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.

The closing date is 9am on Tuesday 16 June.



IT Support Apprentice

Are you leaving school and thinking about your next step? Do you enjoy working with computers, technology, or problem solving?

We are offering an exciting opportunity for a school leaver aged 16 or over to join our Central Services Team as an IT Support Apprentice. This role is ideal for someone who wants to start a career in IT, gain hands on experience, and earn a qualification while working.

No previous work experience in IT is required — just enthusiasm, reliability, and a willingness to learn.

What You'll Learn And Do

With training and support from experienced staff, you will:

- Help look after IT equipment such as computers and printers
- Install and update software used in schools
- Monitor systems and report any technical issues
- Respond to IT support requests from staff and students politely and professionally
- Assist with setting up audio visual equipment in classrooms and theatres
- Follow health and safety rules in a school environment
- Learn how to keep systems and passwords secure
- Help create simple guides and documentation for IT systems
- Work as part of a friendly IT team supporting multiple schools

This Apprenticeship Is Perfect For A School Leaver Who:

- Has an interest in IT or technology
- Enjoys helping others
- Is keen to learn on the job
- Can follow instructions and work as part of a team
- Has basic computer skills from school or personal use
- You will be fully supported throughout your apprenticeship, developing both technical and workplace skills.

Why Choose An Apprenticeship With Us?

- Earn a wage while gaining qualifications
- No university fees or student debt
- Real world IT experience in a professional setting
- A supportive team who will help you grow
- A strong foundation for a future career in IT or technology

This is a great opportunity for a school leaver to take their first step into an IT career.



JOB DESCRIPTION

Catering Assistant Apprentice

Are you interested in a career in catering?

We are looking for an enthusiastic and reliable Catering Assistant Apprentice to join our busy school catering team. This is an excellent opportunity to gain valuable hands-on experience while working towards a recognised qualification in hospitality and catering.

You will be part of a supportive team providing nutritious, high-quality meals for our students, whilst developing essential skills for a future career in catering.

What will you be doing?

As a Catering Assistant Apprentice, you will receive full training from our experienced catering team, alongside support from an external apprenticeship provider. Your duties will include:

Food Preparation

- Assisting with the preparation of food as required.
- Making sandwiches, rolls, and similar items.
- Preparing and cooking vegetables.
- Filling and replenishing the chiller cabinet.
- Supporting the cook or catering manager with food preparation tasks.
- Maintaining high standards of food presentation.

Food Service

- Replenishing counters throughout service.
- Serving food to students and staff in a polite and courteous manner.
- Controlling portion sizes and minimising food waste.
- Developing awareness of menu items and prices.

Hygiene, Health & Safety

- Washing up and tidying during and after food preparation.
- Maintaining high standards of hygiene and cleanliness.
- Using temperature probes to check food temperatures before and during service.
- Following correct procedures for handling, storing, and rotating stock.
- Cleaning equipment and work surfaces thoroughly.
- Disposing of rubbish safely and appropriately.
- Maintaining awareness of food allergens and advising where necessary.
- Complying with all health, safety, and hygiene regulations.

Teaching Assistant Apprentice

Are you leaving school and looking for a rewarding career where you can make a real difference every day? Do you enjoy working with children and want to earn while you learn?

We are looking for a positive, enthusiastic Apprentice Teaching Assistant to join our friendly and supportive school team. This position could be based at either our primary or secondary setting and will be discussed at interview with the successful candidate.

About the Role

As an Apprentice Teaching Assistant, you will work alongside experienced teachers to support pupils' learning and development, both in and out of the classroom. You will gain valuable hands-on experience while working towards a nationally recognised qualification.

What You Will Do

- Support pupils with their learning, including individuals and small groups
- Help teachers prepare classroom activities and resources
- Encourage positive behaviour and help create a safe, supportive learning environment
- Support pupils' social and emotional development
- Take part in training and complete coursework as part of your apprenticeship

What We Are Looking For

This role is ideal for a school leaver who:

- Is aged 16 or over
- Has a genuine interest in working with children
- Is kind, patient, and reliable
- Enjoys working as part of a team
- Is willing to learn and develop new skills

No previous experience is required – just a positive attitude and a commitment to learning.

What We Offer

- A paid apprenticeship with on-the-job training
- Support from experienced staff and a dedicated mentor
- The chance to progress into a permanent role
- A welcoming and inclusive school environment



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.

TEACHING ASSISTANT (WHERE APPLICABLE)

- Support pupils individually or in small groups under the direction of teaching staff.
- Assist with classroom preparation, learning resources and displays.
- Help promote positive behaviour and engagement in learning.
- Support pupils in developing independence and confidence.
- Assist with supervision during lessons, activities or school events.

IT / TECHNICAL SUPPORT (WHERE APPLICABLE)

- Assist with the setup and maintenance of IT equipment and systems.
- Support staff and pupils with basic technical issues.
- Help manage hardware, software, accounts or digital resources.
- Follow cybersecurity and data protection best practice.
- Support the effective use of technology for teaching and learning.

CATERING ASSISTANT (WHERE APPLICABLE)

- Prepare food and assist with meal production.
- Serve customers and maintain food presentation standards.
- Follow hygiene, cleaning, and health and safety procedures.
- Support Federation policies and carry out other duties as required.

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
<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Application form • Interview • References • Portfolio / apprenticeship evidence (where applicable)

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