



GET  
YOUR  
CAREER  
GOING

# Apprenticeships

CANDIDATE PACK

[www.rutlandfederation.com](http://www.rutlandfederation.com)

## JOIN AS AN APPRENTICE

Dear applicant

Thank you for taking an interest in our Apprenticeship programme at the Rutland and District Schools' Federation, comprising of Catmose College, Catmose Primary and Harington School. Whilst all three schools within our Federation have their own distinctive features, they all share the same passion for academic success and encouraging all students to develop a range of musical, sporting and artistic talents. Behaviour across all three schools is outstanding. We are proud that the Federation runs on an ethos of trust and mutual respect; no rooms are locked in order to enable all students to make the most of the facilities on offer. However, I believe that great schools are not made by the buildings they occupy, but by the people who work within them.

**Catmose College** is an Outstanding and oversubscribed school of over 1000 students. Students are taught in a purpose-built and fully equipped building. Our students are hardworking and talented; their contributions make our College truly exceptional. We offer an extensive curriculum both inside and outside the classroom to ensure that every student can develop their existing strengths as well as discover new ones. Our academic courses are complemented and enhanced by an 'electives' programme which encompasses the creative arts, sport, music and drama, with many further opportunities also available in our flourishing extra curriculum programme.

**Catmose Primary** offers a Creative Curriculum which encapsulates the way in which we work. It is designed to be Individual, Innovative and Inspiring, our 3Is. We treat our children as individuals, we inspire them to learn and we want them to be innovative and enjoy their learning journey. Students benefit from a dedicated sports coach and music teachers.

**Harington School** is a free school providing a rigorous A level academic education focusing on the core subjects. Judged as Outstanding by Ofsted in 2017, the School offers a curriculum designed to develop individual and academic potential, leading the way to the most prestigious universities.

The Federation follows a holistic approach, treating staff and students as individuals and valuing every member of the Federation equally. For example, staff do not go to the front of queues, but instead join at the back in order to demonstrate the behaviour we wish to see in our students. It is this principle of 'equal value' that underpins the calm, purposeful and happy atmosphere that we all enjoy.

All staff across the Federation take great pride in being part of such a positive working environment, all working towards the same goal: to give our students every opportunity to achieve the very best and have positive educational experiences that they will remember for the rest of their lives.

We are committed to providing all staff with opportunities for professional development, recognising that individual training and development should enable staff to progress and enhance their careers.

Stuart Williams  
Executive Principal



## SALARY DETAILS AND BENEFITS



### Salary:

Age 16-17 Apprenticeship rate £5.28 per hour (£10,191pa all year round / £7,228pa term time only)

Age 18-20 Apprenticeship rate £7.49 per hour (£14,457pa all year round / £10,253pa term time only)

### Benefits

- 31 days annual leave plus bank holidays.
- Continued Professional Development.
- Cycleshare scheme salary sacrifice for bike purchases.
- Complimentary flu jabs.
- Free parking.
- Complimentary lunch on staff training days.
- Subsidised restaurant, refectory and orangery.

### How to apply

If you would like to be considered to join the Catmose College Apprenticeship Programme please complete:

- An [application form](#)
- A letter of application, on no more than 2 sides of A4 detailing why you are interested in becoming an apprentice. The letter should be addressed to the Principal, Stuart Williams

The college apprenticeship provider will be discussed with the successful candidate, dependant upon the distance between home and the location of the college, or an online course may be available.

Please email your completed form and letter to [office@catmosecollege.com](mailto:office@catmosecollege.com).

If you require further information before submitting an application, please telephone Sheryl Wilson on 01572 770066 or email [office@catmosecollege.com](mailto:office@catmosecollege.com)

[DOWNLOAD THE APPLICATION PACK HERE](#)

## BUSINESS

Apprenticeship level  
Level 2 (GCSE)

Expected duration  
12 months

Working week  
Working hours and  
days to be discussed  
at interview.

[Please click the  
link for further  
information on  
apprenticeships.](#)



# Administration Assistant

You will provide confidential and effective administrative support within the secondary school admin office function, including a courteous reception service.

### What will the apprentice be doing?

You will receive training by our admin team as well as your apprenticeship provider and have study time and support to help you achieve your apprenticeship. Day to day your tasks will include:

- Reception duties – welcoming visitors and signing them in.
- Producing a variety of documents using various software packages such as Microsoft Word and Excel.
- Answer standard enquiries by telephone or in person from students, parents, staff and the wider community.
- Ensure stationery stocks are maintained.
- Sending out communications to parents.

### What training will the apprentice take and what qualification will the apprentice get at the end?

- Business Administration Level 2 .
- Functional skills in Maths and English if required.



## SCIENCE

Apprenticeship level  
Level 2 (GCSE)

Expected duration  
18 months

Working week  
Working hours and  
days to be discussed  
at interview.

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# Science Technician

Science is a highly valued subject at the College with a large number of our students opting to study Triple Science at GCSE with subsequent high progression through to A level, at our partner school Harington. A Science Technician apprentice will support teachers to deliver high-quality engaging practical sessions.

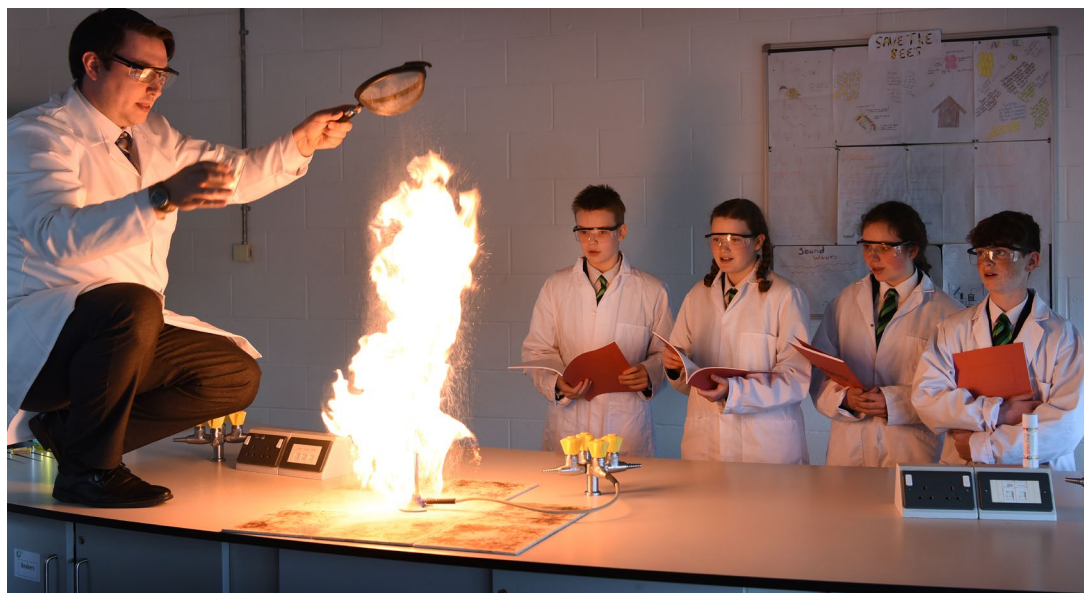
### What will the apprentice be doing?

You will receive training by our science team as well as your apprenticeship provider and have study time and support to help you achieve your apprenticeship. Day to day your tasks will include:

- Preparing standard solutions, practical equipment and other appropriate resources for use in lessons by students and teaching staff.
- Working in partnership with the teacher to support students with practical work when required.
- Assisting in the development of practical activities as appropriate under the guidance of a teacher.
- Assisting with stock control for the faculty including apparatus, chemicals and stationery.
- Maintaining a system of regular checking, repair and replacement of practical apparatus.
- Maintaining a high standard of health and safety including record keeping of safety checks and the preparation of risk assessments.
- Ensuring all apparatus is kept clean and in good condition.
- Preparing glassware and other items of apparatus where required.
- Contributing to the overall ethos of the Federation in order to ensure an environment which is calm, purposeful and happy.
- Participate in training and other learning activities as required.

### What training will the apprentice take and what qualification will the apprentice get at the end?

- Laboratory and Science Technician Level 2.
- Functional skills in Maths and English if required.



Apprenticeship level  
Level 3 (A level)

Expected duration  
18 months

Working week  
Working hours and  
days to be discussed  
at interview.

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## IT Support

As a member of the Rutland and District Schools' Federation Central Services Team, our IT Technicians provide a comprehensive IT support service to all of the Trust's schools. We are looking for someone with enthusiasm, customer service skills and a desire to learn on the job to further their career in IT.

### What will the apprentice be doing?

- Performing maintenance of IT hardware including printers and making sure that any repairs are properly and promptly carried out.
- Performing system monitoring tasks, investigating and reporting any issues observed.
- Performing installation and upgrade of software.
- Performing all post duties in compliance with relevant health and safety regulations and codes of practice and with due regard for the health, safety and welfare of all premises users and visitors including contractors.
- Respond to support requests made by staff or students in a professional and timely manner.
- Operating an agreed programme of monitoring and preventative maintenance.
- Providing assistance to other members of the New Technologies Team during agreed periods or as otherwise required.
- Providing support for audio-visual equipment in the theatre, classrooms and other areas of the Federation, assisting the AV technician as required.
- Undertaking training in order to develop and maintain skills with the objective of supporting all team activities.
- Reporting, as appropriate, any breaches of security and ensuring system and password security is strictly maintained.
- Creating and maintaining team training and system documentation.

### What training will the apprentice take and what qualification will the apprentice get at the end?

- Level 3 diploma in IT.
- Functional Skills Level 1 or 2 Maths, English and IT.

## SUCCESS STORY



### Ross Nicholls, IT Technician

“ I joined the Federation in 2022 as an IT Technician Apprentice, working within the New Technologies team. My week consists of working for four days where I gain experience on the job, including providing technical support for staff and students; setting up and maintaining new and existing computers; working with behind-the-scenes systems such as servers and working with other teams. I have had a lot of support from my colleagues throughout, and I have learnt a lot from each of them, with everyone in the team able to teach me something new.

Due to the small size of the team I have also been given the opportunity to do a wide range of IT-related tasks. On the fifth day, I attend a college class where I learn about the theory side of IT – the more technical behind-the-scenes protocols and systems that are used by the equipment I work with in the workplace. I also have to work on a portfolio for college, which contains evidence of what I have done at work, alongside a technical explanation. As well as the portfolio, I also have to complete a project which will involve planning and conducting upgrades or setting up new systems. The apprenticeship ends with two interviews – one on the portfolio and one on the project. ”

Apprenticeship level  
Level 3 (A level)

Expected duration  
18 months

Working week  
Working hours and  
days to be discussed  
at interview.

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## Teaching Assistant

A teaching assistant will assist in the educational and social development of students under the direction and guidance of teachers.

### What will the apprentice be doing?

Typical tasks include: providing learning support to students and working within small groups as directed by teaching staff to implement the work of a teacher.

### What training will the apprentice take and what qualification will the apprentice get at the end?

- Level 3 Teaching Assistant Standard.
- Functional skills in Maths and English if required.



“ When I complete work each day I know I have made a positive contribution to the lives of the children I work with. My apprenticeship has given me the opportunity to fulfil my ambition of working with children and a sense of accomplishment and pride. ”

Ruby Ray, Apprentice 2023



## ART

Apprenticeship level  
Level 4

Expected duration  
15 months

Working week  
Working hours and  
days to be discussed  
at interview.

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# Art & Design Technician

The art and design technician will complement the work of a teacher, supporting the learning of students through practical work.

### What will the apprentice be doing?

- Working in partnership with the teacher to support students with practical work when required.
- Cleaning and checking storage areas and communal areas.
- Ensuring materials and equipment are ready for lessons.
- Assisting with the maintenance of tools and equipment.
- Assisting in the development of practical activities as appropriate under the guidance of a teacher.
- Preparing materials, equipment and other appropriate resources for use in lessons by students and teaching staff.
- Assisting with ordering and stock control for the faculty including equipment, ingredients and stationery.
- Maintaining a system of regular checking, repair and replacement of equipment.
- Maintaining a high standard of health and safety including record keeping of safety checks and the preparation of risk assessments.
- Ensuring all equipment is kept clean, in good condition and stored appropriately including ceramics.
- Contributing to the overall ethos of the Federation in order to ensure an environment which is calm, purposeful and happy.
- Participate in training and other learning activities as required.
- Supervise students on planned trips, visits and out of school activities as required.

### What training will the apprentice take and what qualification will the apprentice get at the end?

- Art and Design Level 4.
- Functional skills in Maths and English if required.



## CATERING

Apprenticeship level  
Level 3 (A level)

Expected duration  
20 months

Working week  
Working hours and  
days to be discussed  
at interview.

[Please click the  
link for further  
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# Food preparation and cooking

Are you interested in working as part of a team to provide nutritious, healthy food for our students?

### What will the apprentice be doing?

You will receive training by our catering team as well as your apprenticeship provider and have study time and support to help you achieve your apprenticeship. Day to day your tasks will include:

- Assisting in the preparation of food as required.
- Making sandwiches/rolls etc.
- Preparing and cooking vegetables as required.
- Filling the chiller cabinet as required.
- Assisting with any food preparation.
- Maintaining high standards of presentation of food.
- Replenishing counters throughout service.
- Controlling portion sizes and wastage.
- Awareness of menu items and prices.
- Serving food as and when required.
- Washing up and tidying in between food preparation.
- Awareness of hygiene regulations and maintaining high standards of health, safety and hygiene.
- Using the temperature probe supplied to check temperature of food items prior and during food service times.
- Maintaining the correct procedures for handling and storing food, rotating stock where necessary.
- Regularly cleaning equipment and surfaces thoroughly.
- Disposing of rubbish as and when necessary.
- Awareness of all allergens and advise where necessary.

### What training will the apprentice take and what qualification will the apprentice get at the end?

- Hospitality and Catering Level 3 .
- Functional skills in Maths and English if required.

## SUCCESS STORY



### Emma Thomas, Art Technician

“ During Year 11 I had to choose where I wanted to go for my post 16 education. Having looked at different options I was lucky enough to secure an apprenticeship in Level 2 Hospitality and Catering through Peterborough Regional College with the placement at Catmose College. I also needed to take extra English and maths lessons to achieve the grades I needed to complete the course.

My apprenticeship journey started in 2016 and with the help and support of Catmose colleagues I was not only able to achieve my maths and English and Level 2 pass, I was also able to progress on to Level 3 in Hospitality and Management. All of this led to an award of the Apprentice of the Year.

After successfully completing three years as an apprentice I secured a full-time position within the College catering team where my skills were put to good use. In 2021 I applied for an Art Technician position and was successful with my application. I thoroughly enjoy working with young people and my career started as an apprentice. ”

# SAFEGUARDING

## 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](http://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.

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