

Apprenticeship Vacancy Description Form

DEAR EMPLOYER - you will need to access your (Digital Apprenticeship Service Account (DAS) and give Wiltshire college permission to advertise on your behalf before we can action this Vacancy – guidance information on this link below

[Set training provider permissions – Apprenticeship Service Support \(education.gov.uk\)](https://education.gov.uk)

Vacancy Details		
Contact Details:		
Registered Company Name:	Frome College	Mandatory
Trading name: (If applicable)		
Company Address:	Bath Road, Frome, Somerset, BA11 2HQ	Mandatory
Location of job if at different company site:		
Your EDRS Number		
Title:	Miss	Mandatory
Surname:	Penny	Mandatory
First Name:	Chrissy	Mandatory
Position:	HR & Cover Manager	Mandatory
Telephone:	01373 469074	Mandatory
Email:	FCCRecruitment@fromecollege.org	Mandatory
Vacancy Job Title: Must include the word 'apprentice' or 'apprenticeship' (Maximum 100 characters)	Information Communications Technician Apprentice	Mandatory
Number of vacancies:	1	Mandatory
Closing Date: (Minimum 2 weeks)	Wednesday 18 th May (8am)	Mandatory
Possible Start Date: (Must input a date)	ASAP	Mandatory
Is your Organisation Disability confident?	Yes	
Expected Duration:	18 months	Mandatory
Working Week: Include details for breaks. (Maximum 250 characters)	37 hours per week, Monday – Friday, 30-minute unpaid lunch break Times to be negotiated	Mandatory
Total Hours Per Week: (Including hours at college if applicable)	37 hours per week: (Includes 20% on the job training time to complete apprenticeship)	Mandatory
Annual Salary:	£9,280 - £18,328 per annum, dependent on age of apprentice	Mandatory

(Extra information about pay - optional) (250 characters max)		
Brief overview of Job: (Minimum 50 - maximum 350 characters)	To provide IT support for staff and students at Frome Community College, ensuring that services are maintained, user problems are solved, and general IT support is provided throughout the College, including key events.	Mandatory Write a few sentences about the apprenticeship to attract applicants. This is an important part of what applicants will see when looking through a list of vacancies, so make it stand out.
Description of apprenticeship: List of duties (Max 500 characters)	Provide IT solutions in response to helpdesk/phone/in person requests. Assist with the installation, setup and maintenance of hardware and software. Additional ICT setup and support for exams, assemblies, parents' evenings, and events. Maintain and update the College Website and e-learning environment. Provide weekly IT Support to Primary Schools. Monitor and report AUG/Internet/System misconduct. Maintain the ICT inventory. Undertake training as required. Follow all relevant H&S legislation.	Mandatory
What qualification will the apprentice achieve? (Max 500 characters)	Level 3 Information Communications Technician	Mandatory
Expected career progression: (Max 500 characters)	May lead to permanent employment for the right candidate on completion of the apprenticeship. We offer a range of CPD opportunities	Mandatory
List of desired skills and personal qualities	Able to learn new skills and retain information Ability to quickly learn new software/hardware, retain information learnt and quickly develop into higher level user able to support others. Good interpersonal skills. Enthusiasm, willingness to learn new skills and take on new challenges. Ability to work on own initiative and plan a work schedule.	Mandatory

	<p>Ability to work effectively with young people, to maintain professional boundaries and be always aware of safeguarding young people.</p> <p>Ability to relate effectively with staff at all levels.</p> <p>Reliable, good timekeeper and flexibility to meet the operational needs of the College.</p> <p>Be able to create user documentation and keep good records of equipment.</p> <p>Good sense of humour and being able to work efficiently in time pressured situations.</p>	
Qualifications	<p>Essential: 5+ GCSE A-C (inc English and Maths).</p> <p>Experienced and confident user of IT including MS Office packages and Windows 10.</p> <p>Knowledge of a VLE</p> <p>Desirable:</p> <p>Experience of Apple Mac and OS X.</p> <p>Experience of Windows Server 2012, 2016, 2019</p>	Mandatory
Employer Description (Max 500 characters)	<p>Frome College is a successful, vibrant, and forward thinking 13-19 Upper School with approximately 1200 students. It is a fast-moving school undergoing exciting and rapid regeneration. We are based on a stunning campus in easy reach of Bath and Bristol.</p> <p>We offer the successful candidate:</p> <ul style="list-style-type: none"> • Excellent administration and leadership support • supportive induction programme • free parking • onsite catering and nursery • Cycle to Work scheme • discounted access to leisure centre including gym and pool 	<p>Mandatory</p> <p>Please provide an overview of your organisation</p>
Employer Website	https://www.fromecollege.org/home/join-us/vacancies/	Optional
Method of Application	<ul style="list-style-type: none"> - Via NAS website - Managed via external website- please provide link to application page on your website <p>https://www.fromecollege.org/home/join-us/vacancies/</p>	Mandatory

	<p>Candidates are required to complete Frome College application form and submit via email to FCCRecruitment@fromecollege.org or post to Recruitment Dept, Frome College, Bath Road, Frome, BA11 2HQ (CVs are not accepted)</p>	
<p>Things to consider (Max 350 characters)</p>	<p>This post requires a criminal background check via the Disclosure procedure.</p> <p>Evidence of Right to Work in the UK and 2 professional or character references will be required.</p> <p>You will need to travel to primary schools in the local area to support their ICT needs</p> <p>You will support Break / Lunch Duties as part of the college rota</p>	<p>Mandatory</p>