

chaseterracetechnologycollege

(Part of the Stephen Sutton Multi Academy Trust)

VACANCY: APPRENTICE - RECEPTIONIST (TERM TIME ONLY, 39.2 WEEKS)

GRADE: National Apprenticeship Salary

SALARY RANGE: The current National Minimum Wage for an apprentice is **£3.70** an hour. This rate applies to apprentices under 19 and those aged 19 or over who are in their first year. Apprentices must be paid at least the minimum wage rate for their age if they are aged 19 or over AFTER completing their first year. The minimum wage rates are **£5.90** an hour for 18-20 year olds and **£7.38** for anyone aged 21 and over. Apprentices are paid for their normal working hours and training that is part of their apprenticeship.

HOURS: 37 per week, 08:00 – 16:00, Monday – Thursday, 08:00 – 15:30 Friday.

We are seeking to appoint an apprentice for the main school reception to provide an efficient and effective customer service to the students, staff and visitors of the school.

A job description, person specification and application form for this post is available on line at www.cttc.staffs.sch.uk or from Mrs Sharon Jones, Heads' PA at s.jones@cttc.staffs.sch.uk.

Chase Terrace Technology College and Stephen Sutton Multi-Academy Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Offers of employment are subject to Disclosure and Barring Service (DBS) checks and other relevant employment checks.

Closing date for applications is Monday 16 July at 12 noon

Interviews to be held Thursday 20 July 2018

Chase Terrace Technology College
Bridge Cross Road
Burntwood
Staffordshire
WS7 2DB

Tel: 01543 682286