

# chaseterracetechnologycollege

Part of the Stephen Sutton Multi-Academy Trust

<b>VACANCY:</b>	APPRENTICE - RECEPTIONIST (TERM TIME ONLY, 39.2 WEEKS)
<b>GRADE:</b>	National Apprenticeship Salary
<b>SALARY RANGE:</b>	The current National Minimum Wage for an apprentice is <b>£3.90</b> an hour. This rate applies to apprentices under 19 and those aged 19 or over who are in their first year of their apprenticeship. 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 <b>£6.15</b> an hour for 18-20 year olds, <b>£7.70</b> for 21 – 24 year olds and <b>£8.21</b> for anyone aged 25 and over. Apprentices are paid for their normal working hours and training that is part of their apprenticeship.
<b>HOURS:</b>	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](http://www.cttc.staffs.sch.uk) or from Mrs Sharon Jones, Heads' PA at [s.jones@cttc.staffs.sch.uk](mailto: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 : 21<sup>st</sup> June 2019**

**Interviews to be held w/c 24 June 2018**

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