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**School/Institute/Department of xxxx**

**Post title: xxxx. Post ref:xxxx**

**About the Role**

This is an apprenticeship position.

*Include here the key duties of the role and what it involves.*

**About the Apprenticeship**

You will be enrolled with a training provider and spend 6hrs a week of your employed time completing learning and development activities towards the achievement of the XXXXXXXX*(insert standard and link)* apprenticeship.

**About You**

*Include here the qualifications, key skills, experience and knowledge required of the successful candidate.*

We are looking for people who are passionate about their own development in XXXXXXX

Please read the Job Description carefully for specific information about this apprenticeship role.

As the purpose of an apprenticeship is to learn new skills, **if you already hold a qualification in the same subject at the same level or higher, you will not be eligible**. Any other qualifications will be considered, and some additional eligibility criteria may apply.

Eligibility for Apprenticeship Training Funding is set by the Education and Skills Funding Agency (ESFA) and you **must** be able to confirm that you meet this. Please see <https://www.qmul.ac.uk/jobs/staff-apprenticeships/> for further information. If you require specific advice about your eligibility, please contact us.

**About the School/Department/Institute/Project**

*Include here the boilerplate narrative for the School/Institute or information about the specific project.*

**About Queen Mary**

At Queen Mary University of London, we believe that a diversity of ideas helps us achieve the previously unthinkable.

Throughout our history, we’ve fostered social justice and improved lives through academic excellence. And we continue to live and breathe this spirit today, not because it’s simply ‘the right thing to do’ but for what it helps us achieve and the intellectual brilliance it delivers.

We continue to embrace diversity of thought and opinion in everything we do, in the belief that when views collide, disciplines interact, and perspectives intersect, truly original thought takes form.

**Benefits**

We offer competitive salaries, access to a generous pension scheme, 30 days’ leave per annum (pro-rata for part-time/fixed-term), a season ticket loan scheme and access to a comprehensive range of personal and professional development opportunities. In addition, we offer a range of work life balance and family friendly, inclusive employment policies, campus facilities and flexible working arrangements.

The post is based at the XXXX Campus in London. It is full time/part time (xx hours per week), permanent appointment/fixed term appointment for xx years, with an expected start date of xxxx 20xx. The starting salary will be Grade X, in the range of £xxxx - £xxxx per annum (pro-rata), inclusive of London Allowance.

Queen Mary’s commitment to our diverse and inclusive community is embedded in our appointments processes. Reasonable adjustments will be made at each stage of the recruitment process for any candidate with a disability. We are open to considering applications from candidates wishing to work flexibly.

\*\*550 word count for jobs.ac.uk

**Informal enquiries should be addressed to Bob Artino at** [apprenticeships@qmul.ac.uk](mailto:apprenticeships@qmul.ac.uk)

**To apply for the role, please click the ‘apply’ button below.**

**The closing date for applications is (INSERT DATE).**

**Interviews are expected to be held (INSERT DATE) or shortly thereafter.**

*INSERT RELEVANT ATHENA SWAN WORDING*

**FMD TEXT:**

**The School of Medicine and Athena SWAN Charter for Women in Science.**

The School of Medicine holds a Silver Athena SWAN Award.  We are committed to the equality of opportunities and to advancing women’s careers. We have policies to support staff returning from long-term absence, for flexible arrangements for staff with parental responsibilities and for childcare support. As part of the School’s commitment to the Athena SWAN principles we strongly encourage applications from women.

*Valuing Diversity & Committed to Equality*