

**Job pack**

**Message from the President and Principal**

Thank you for your interest in this role and in Queen Mary University of London. Working at Queen Mary means being part of a unique, world-class global University with a long, proud and distinctive history.

Our founding institutions, the London Hospital Medical College,   
St Bartholomew’s Medical College, Westfield College and   
Queen Mary College, were founded to provide hope and opportunity for the less privileged and otherwise under-represented.

Today, we remain true to the vision of our founders by continuing to improve lives locally, nationally and internationally through the seamless combination of our world-leading strengths in education and research.

The Queen Mary community – our staff, students and alumni – is the heart and soul of our University. We are proud to provide an inclusive and nurturing environment so that staff and students from all backgrounds can develop, flourish and achieve their full potential.

I look forward to welcoming you to our unique University and working with you to realise our ambitions.

Professor Colin Bailey, President and Principal

A person in a suit smiling

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**Our strategy 2030**

In 2019, Queen Mary University of London launched a bold new Strategy with the vision to open the doors of opportunity. By 2030, we will be the most inclusive university of its kind, anywhere. We are doing this by building on our existing cultural diversity to create a truly inclusive environment, where students and staff flourish, reach their full potential and are proud to be part of the University. Continuing our long tradition of commitment to public good, we will generate new knowledge, challenge existing knowledge, and engage locally, nationally and internationally to create a better world.

We have five core values that will help us to reach this goal:

We are **inclusive**, supporting talented students and staff regardless of their background, and engaging with our local and global communities.

We are **proud** of the difference we can all make when we work collectively.

We are **ambitious**, fostering innovation and creativity, disrupting conventional thought, and responding with imagination to new opportunities.

We are **collegial**, promoting a strong community through openness, listening, understanding, co-operation and co-creation.

We are **ethical,** acting with the highest standards, and with integrity, in all that we do.

To enable our staff to flourish and to reach their full potential throughout their employment at Queen Mary, we offer a range of benefits:

**Staff benefits**

|  |  |
| --- | --- |
| • Annual leave – the full-time annual leave   annual entitlement is 30 working days   (not including bank holidays).  • [Season ticket loan scheme](http://hr.qmul.ac.uk/forms/pay/)  • [Pension scheme](http://hr.qmul.ac.uk/workqm/pensions/)  • [Reward and recognition schemes](https://cse.google.com/cse?cx=001068968382821180869%3A2ry_cxqn7j4&q=reward+and+recognition+schemes&sa=Search&siteurl=hr.qmul.ac.uk%2F&ref=&ss=&siteurl=hr.qmul.ac.uk%2Fprocedures%2Fleave%2Fflex_work%2F&ref=&ss=35911j802710041j30)  • [Staff Networks](http://hr.qmul.ac.uk/equality/staff-networks-/parents-and-carers-network-/) | • [Cycle to work scheme](http://hr.qmul.ac.uk/workqm/paygradingrewards/reward/benefits/cycletowork/)  • [Qmotion sport fitness centre](https://www.qmsu.org/qmotion/)  • [Employee Assistance Programme](http://hr.qmul.ac.uk/about-us/staff-support/)  • [Family friendly policies](http://hr.qmul.ac.uk/procedures/leave/maternity/)  • [Flexible working practices](http://hr.qmul.ac.uk/procedures/leave/flex_work/) |

Job description­­­

|  |  |
| --- | --- |
| **Job details** | |
| **Job title** | Xxxxxxxxx Apprentice |
| **School/Dept/Institute Centre/Faculty** |  |
| **Reports to** |  |
| **Grade and salary** |  |
| **Hours per week** | **(full-time/part-time)** |
| **Appointment period** | Fixed Term for xx/xx (months/ years)  For the allocated apprenticeship training duration. |
| **Apprenticeship Standard** |  |
| **Current location** |  |
| **Work activity type** | **Delete as appropriate (only one option may be selected):** Teaching only  Teaching and Research  Research only  Professional Services: Admin/Operational/Technical and Support  Professional Services: Senior Management |

This is an apprenticeship position.

The post holder will:

* Attend and complete specified training and learning activities to achieve the associated apprenticeship qualification within the time permitted by the training provider and line manager.
* Be assigned a workplace mentor who will support you to develop and apply your new skills.
* Gain technical experience whilst learning knowledge, skills and behaviours to develop competency in this vocation, at the level indicated, by the end of the apprenticeship.
* Be open to learning and new ways of working and understand the importance of managing both professional and learning responsibilities.

**Job context**

*Briefly describe the setting of the post within the School/Dept/Institute. Please see guidance notes for additional instructions and working examples of job contexts for a variety of roles at Queen Mary.*

**Job purpose**

*Briefly describe the setting of the post within the School/Dept/Institute. Please see guidance notes for additional instructions and working examples of job contexts for a variety of roles at Queen Mary.*

**Main duties and responsibilities**

As this is an apprenticeship position, the post holder will be supported to learn the duties of the post and to take responsibility at the required level. Appropriate support and guidance will be given.

*It is not necessary to list every task the jobholder will undertake. Job applicants will not read copious amounts   
of text. You should therefore focus on 12-15 of the primary duties and responsibilities of the jobholder. Duties should take the format:* *What is done, to what / to whom and with what outcome.*

*Please see guidance notes for further instructions on how to complete this section (http://hr.qmul.ac.uk/workqm/paygradingrewards/grading/).*

**The above list of responsibilities is not exhaustive and the jobholder may be required to undertake other duties commensurate with the level of the role, as reasonably requested by their line manager.**

**This job description accurately reflects the duties and responsibilities of the role at the time the job description was written. These duties and responsibilities may change over time without significantly impacting on the character of the role, the overall level of responsibility, or its grade.**

**Depending on strategic or operational needs, the jobholder may in the future be required to work for another existing or new organisational unit and/or at a different site within Queen Mary. This may be on a temporary or indefinite basis and may involve a change in line management and / or regularly working at more than one site.**

**Essential:** Requirements without which the job could not be done.

**Desirable:** Requirements that would enable the candidate to perform the job well.

Person specification

This table lists the essential and desirable requirements needed in order to perform the job effectively. Candidates will be shortlisted based on the extent to which they meet these requirements.



|  |  |  |
| --- | --- | --- |
| **Qualifications** | Essential | Desirable |
| Minimum of 9 – 4 / A\* - C at GCSE (or equivalent) in English |  |  |
| Minimum of 9 – 4 / A\* - C at GCSE (or equivalent) in Mathematics |  |  |
| Minimum of 9 – 4 / A\* - C at GCSE (or equivalent) in (INSERT SUBJECT) or other level |  |  |
| A- Level or Level 3 qualifications in (INSERT HERE) |  |  |
| **Qualification notes:** | | |
| If you do not already hold English and maths at GCSE 9 – 4 / A\* - C or equivalent, then you will need to complete Functional Skills Level 2 in these subjects as part of the apprenticeship.    If you have a statement of additional needs or an EHCP then this requirement may differ, and you will be assessed individually. | | |
| If you already hold an XXXX qualification at the same level or above, then you will not be eligible for this apprenticeship. Any other subjects should be acceptable and will be assessed. | | |
| **Experience/Knowledge** |  |  |
| An interest in XXXX area |  |  |
| An interest in own development, learning and career progression |  |  |
| Example: Relevant experience in …….. |  |  |
| Example: Experience of using Microsoft Office packages (Word, Excel, Outlook) |  |  |
| Knowledge about the function of Higher Education |  |  |
|  |  |  |
| **Skills/Abilities** |  |  |
| Strong communication skills, both written and verbal. |  |  |
| The ability to work both independently and as part of a team. |  |  |
| Ability to prioritise work, to manage competing demands and deadlines |  |  |
| Flexible and professional approach to work |  |  |
| Commitment to confidentiality, health and safety and equality of opportunity |  |  |
| **Other** |  |  |
| Willingness to travel on occasion for work and training purposes. |  |  |
| Willing and able to be an apprentice and study towards the achievement of the apprenticeship qualification. |  |  |
| Example: This post is subject to a criminal record check |  |  |
| \*The ability to meet UK ‘right to work’ requirements. |  |  |
| \*\*To have lived in the UK for the past three years or meet one of the ESFA residency criteria set out in Annex A of the funding rules\*\* |  |  |

\* The University has a legal responsibility to ensure that all potential employees can provide documentary evidence of their legal right to work in the UK prior to commencing employment.  Candidates shortlisted for interview will be ask to bring their passport or another acceptable [form of evidence](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/774286/Right_to_Work_Checklist.pdf) to verify their right to work.

\*\*Eligibility for Apprenticeship Training Funding is set by the Education and Skills Funding Agency (ESFA) Applicants must meet the residency criteria outlined in [Annex A of the ESFA Apprenticeship Funding Rules.](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1109625/2223_Employer_Rules_Version_2_Final.pdf) We are unable to sponsor visa applications for Apprenticeship positions as they do not meet the minimum qualifying criteria for sponsorship requirements.



**EDI Initiatives**

Queen Mary is committed to advancing Equality, Diversity and Inclusion (EDI). We hold a Silver Institutional [Athena SWAN](https://www.advance-he.ac.uk/equality-charters/athena-swan-charter) award for advancing gender equality and champion a number of [EDI initiatives](https://www.qmul.ac.uk/about/equality-diversity-and-inclusion/) across the University. We also offer a number of development programmes including [Springboard](http://hr.qmul.ac.uk/equality/protected-characteristics/sex/springboard-womens-development-programme/), [Aurora](https://hr.qmul.ac.uk/equality/protected-characteristics/sex/aurora-womens-leadership-development-programme-2022/) and [B-MEntor](http://hr.qmul.ac.uk/equality/protected-characteristics/race/bmentor/).

We are committed to championing EDI relating to all protected characteristics and other underrepresented and marginalised groups under the Equality Act 2010. We offer ‘Introducing Inclusion’ training for staff to give them an understanding of EDI related issues and provide them with the tools needed to champion inclusivity and embed best inclusive practice in all the work they do.  EDI is built into everything we do at Queen Mary, and is

championed through a well-established governance structure. If you are interested in learning more about Equality, Diversity and Inclusion at Queen Mary and how to get involved then please contact

[hr-equality@qmul.ac.uk](mailto:hr-equality@qmul.ac.uk).

**Flexible working:**

Queen Mary is proud of the diversity of its staff and students. We encourage inclusive practices in everything that we do, to ensure that everyone who works here feels valued and enabled to have a positive working experience. We are therefore open to considering applications from candidates wishing to work flexibly, balanced against business need. Our [Flexible Working Policy](http://hr.qmul.ac.uk/procedures/leave/flex_work/) includes examples of some of the flexible working arrangements that could be considered. If you feel that this is something that may be of benefit to you, please do ask.

**Family Friendly Policies:**

Queen Mary recognises the commitments that staff have to their family and the importance of work-life balance. To support this Queen Mary offers a range of [family friendly policies](http://hr.qmul.ac.uk/procedures/leave/maternity/) with enhanced rates of pay available for family-related leave, following a qualifying period of service.**Flexible working:**

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Further Information

**Details about staff Apprenticeships at Queen Mary can be found at:**

<https://www.qmul.ac.uk/jobs/staff-apprenticeships/>

**Details about the school can be found at:**

www.qmul.ac.uk/xxx

Informal enquiries should be made to:

**Name:**

**Tel:**

**Email:**

If you have questions about your eligibility for the apprenticeship please contact:

Apprenticeships@qmul.ac.uk

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**General Information**

Please note that we advertise our salaries on a range to indicate the trajectory of progression that can be made. Appointments are usually made at the start of the salary range. The Queen Mary salary structure includes automatic pay progression within the published grades, subject to service, funding and performance. In addition to this, there are performance related annual pay review schemes in place

A group of people outside of a building

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