

How to Apply





Job Description

Job Title: Digital and Technology Solutions Degree Apprentice

Hours: Full time

Grading/Salary: National Apprenticeship Wage (£10.85 per hour)

Accountable to: Principal, Director of IT

WorkBase: Doncaster UTC

Job Purpose:

To work as part of the Digital/IT team while undertaking a fully funded degree apprenticeship, applying academic learning to real business challenges.

The apprentice will support the delivery, development and maintenance of digital and technology solutions, gaining practical experience across key areas such as software development, data analysis, systems support or cyber security.

Key Responsibilities

Technical and Project Work:

- To assist in the gathering and documentation of system requirements and user needs.
- To support system upgrades, patches and software deployments.
- To participate in user acceptance testing (UAT) and quality assurance activities.
- To create and maintain technical documentation, user guides, and standard operating procedures.
- To assist in database management, including data entry, cleansing, and validation.
- To support integration of new technologies with existing systems.
- To monitor system performance and contribute to optimisation efforts.
- To assist in developing basic scripts, automation tools, or reports where required.

Learning and Development:

- To attend university and complete all academic requirements of the degree apprenticeship programme.
- To apply theoretical knowledge gained through study to workplace tasks.
- To maintain a portfolio of evidence to demonstrate knowledge, skills and behaviours.
- To actively engage in continuous professional development and training opportunities.
- To stay up to date with emerging technologies, tools, and industry trends.
- To seek and act on feedback from mentors, managers, and academic tutors.
- To participate in knowledge-sharing sessions within the team.
- To work towards achieving relevant industry certifications where applicable.

Collaboration and Communication:

- To support end users by providing guidance, training, or basic technical support.
- To attend team meetings, project briefings, and stakeholder discussions.
- To contribute ideas and suggestions to improve processes and services.
- To build effective working relationships across the Trust.
- To assist in preparing presentations, reports and project updates.



Job Description Continued

Compliance and Professional Standards:

- To ensure data accuracy, security and confidentiality when handling sensitive information.
- To follow change management and incident management procedures.
- To maintain accurate records of work completed, issues resolved, and project progress.
- To demonstrate accountability and responsibility in all assigned tasks.
- To promote best practices in IT governance, security, and ethical use of technology.

Operational Support:

- To provide first-line support for IT-related queries and escalate issues where appropriate.
- To assist with hardware setup, configuration, and troubleshooting (e.g., laptops, printers, mobile devices).
- To support onboarding of new users, including account setup and system access.
- To help maintain IT asset registers and inventory records.

Innovation and Improvement:

- To identify opportunities for digital innovation and improved service delivery.
- To contribute to process improvement initiatives using digital tools.
- To support the implementation of new systems, tools, or workflows.
- To assist in evaluating the effectiveness of digital solutions and suggesting enhancements.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive, as the postholder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post, without changing the general character of the post. Dependant on need, you may be deployed across the Trust.



Person Specification ✓

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| Qualifications: | Essential | Desirable |
|---|------------------|------------------|
| GCSE Maths and English (Grade 4/C or above) | ✓ | |
| Willingness to fulfil the Degree Apprenticeship to gain a BSc (Honours) Digital and Technology Solutions. | ✓ | |
| Knowledge and Skills: | | |
| Strong interest in technology and digital solutions. | ✓ | |
| Basic understanding of IT systems, programming or data. | ✓ | |
| Good problem-solving and analytical skills. | ✓ | |
| Effective communication skills (written and verbal). | ✓ | |
| Ability to work both independently and as part of a team. | ✓ | |
| Organised with good time management skills. | ✓ | |
| Experience with coding (e.g. Python, Java, HTML/CSS) | | ✓ |
| Understanding of data analysis tools (e.g. Excel, PowerBi). | | ✓ |
| Awareness of cyber security principles. | | ✓ |
| Experience of working on projects or teamwork activities. | | ✓ |
| Behaviours and Attributes: | | |
| Curiosity and willingness to learn – proactive in developing new skills and knowledge. | ✓ | |
| Problem solver – logical thinker with attention to detail. | ✓ | |
| Adaptability – able to respond positively to change and new technologies. | ✓ | |
| Collaboration – works effectively with others and values different perspectives. | ✓ | |
| Professionalism – reliable, accountable and committed. | ✓ | |
| Resilience – able to balance work and study demands. | ✓ | |

The Trust is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an enhanced Disclosure & Barring check along with other relevant employment checks.



About the Apprenticeship

How long: 3 years, part-time

Start date: 1 September 2026

Course level: Level 6

University award: BSc (Honours) Digital and Technology Solutions (Software Engineer)

How much it costs: Funded through the Trust

Course summary:

- Develop knowledge of systems development, cyber security, data and infrastructure in the creation of digital solutions
- Use project management techniques to successfully develop software systems
- Learn to analyse client and system requirements to develop tailored solutions
- Gain experience using conceptual data modelling techniques

Build essential skills and knowledge alongside the other Digital and Technology Solutions specialisms, providing opportunities for group learning and networking. You'll then begin your specialism as a Software Engineer, benefiting from the latest techniques and using your knowledge in workplace projects.

This course meets the digital and technology solutions professional apprenticeship standard.

How you learn:

This course is designed around a set of key principles based on engaging you with the world, collaborating with others, challenging you to think in new ways, and providing you with a supportive environment in which you can thrive.

You will attend University for a total of:

- Ten weeks in year one
- Three weeks in year two
- One week in year three

The Trust will also allow you to spend half a day of study time per week, per module, in addition to the on-site teaching.

You will learn through:

- A 10-week boot camp in year 1 to gain fundamental knowledge and skills.
- 3 separate weeks of teaching in year 2, followed by online delivery.

- 1 week of teaching in year 3, followed by online delivery.
- In-company projects to make direct use of your degree learning.
- Virtual meetings and drop-in sessions.

Applied learning:

All three years of the course are structured around applied learning. This links your studies to real-world situations.

You will progress through the course following the successful completion of your assessments, which address the learning outcomes for each module and allow you to complete the course.

You will also complete an endpoint assessment towards the end of the apprenticeship.

Campus facilities:

You'll study at City Campus, with industry standard computing packages, tools and hardware – plus a specialist networking lab for laboratory exercises and individual project work.

While on campus you will have access to:

- Modern software IDEs including Visual Studio.
- Industry-standard software and tools.
- IT lab space and self-study areas.

You'll also have remote access to:

- The University's Virtual Learning Environment.
- Our Adsetts Learning Centre and Skills Centre.
- A suite of software and applications via our remote services.

Entry requirements:

Apprentices can be existing employees looking to develop their careers, or new applicants to the business.

Applicants must:

- Be over 18.
- Not be in full-time education.
- Have the right to work in the UK.
- Meet the course entry requirements.

GCSE (or equivalent)

Maths and English at Grade C, 4 or above

If you don't have this yet, you'll need to achieve this level through a function skills programme in your first year.

Additional qualifications.



One of the following:

- 96 UCAS points from three A levels (we accept General Studies).
- 112 UCAS points with at least 64 from two A levels or equivalent BTEC.
- Access to HE Diploma with at least 45 credits at level three and 15 credits at level two.
- A completed level three apprenticeship.

Modules:

Important notice: The structure for this course is being reviewed and enhanced to provide the best possible learning experience for our students. Module structure, content, delivery and assessment are all likely to change, but we expect the focus of the course and the learning outcomes to remain as described below. Once the changes have been confirmed, updated module information will be published.

The programme adopts a blended learning approach with modules delivered through a combination of lectures, class-based seminars, practical work and distance learning.

Throughout the course, you will study:

Year one:

- Introduction to computer networks and security.
- Programming fundamentals.
- System analysis and design.
- Reflective and personal development skills with work-based review.

Year two:

- Database administration and security.
- Software architecture and design.
- Software engineering concepts and methods.
- Reflective skills for professional performance and work-based project.

Year three:

- Designing and developing enterprise systems.
- Reflective practice for professional development.
- Work-based report.



How to Apply...

Thank you for your interest in joining BFLPT.

For an informal, confidential discussion about this role, please contact **Kristylee Denton** on, **01302 885811** or email HR@brighterfutureslpt.com

The closing date for applications is **9am on Monday 6 July 2026**

The shortlisting date is **Monday 6 July 2026**

Interviews are scheduled for **Friday 17 July 2026**

Applicants are advised to read the BFLPT Recruitment Pack carefully, in conjunction with the job description and person specification, prior to submitting an application.

To apply, please submit:

- A completed application form
- A supporting letter
(maximum two A4 pages) outlining:

- Your motivation for applying
- How you meet the person specification
- The experience, skills and qualities you would bring to the role

To begin your application, please follow the link on our Trust website: [Brighter Futures](#)

If invited to interview, where modifications/reasonable adjustments are required for a disability, it is the candidate's responsibility to notify the school/Trust in advance.



BFLPT is an exempt charity regulated by the Secretary of State for Education. It is a company limited by guarantee registered in England and Wales (Company number 07939747) whose registered office is at Hungerhill Lane, Edenthorpe, Doncaster DN3 2JY



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