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|  |  | |  | | --- | | SCandTS logo RGB rev  **Modern Apprentices (Administrative Posts)**  **Location: Central Scotland & Forfar**  **£16,200 (increasing to £17,284 after passing your probation) per annum**  **37 hours per week**  **Fixed-term 1 year** | |  | |
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# **Giving you the best start**

We are looking for confident, enthusiastic and driven people (16 – 24 year olds) with a strong sense of professional development and the determination to succeed to join the Scottish Courts and Tribunals Service (SCTS) on a 1 year apprenticeship programme.

So that you can be as effective as possible, you will be allocated to one business team throughout the duration of the programme. SCTS is a varied organisation and business areas include

• Court Operations

• Office of the Public Guardian

• Judicial Office

* Learning & Development

We know that your experience with us will give you the kind of springboard that takes ambitious young adults to the next level of their career in a short period of time.

We want to give you the best start possible to a career in the SCTS which is why you will receive world class training, coaching and mentoring.

**Our vision**

***To build a stronger Courts and Tribunals Service.***

**Our Strategic Priority**

***Skilled, engaged and motivated people***

**Our values**

* ***Commitment and Professionalism***
* ***Providing a High Quality Service***
* ***Integrity and Impartiality***
* ***Working to improve the Justice System***
* ***Using Resources Effectively***

# **What we are looking for**

**If you match the following criteria we want to hear from you:**

* Confident, enthusiastic, self-motivated with a drive to succeed.
* Proactive attitude to problem solving and shows passion for learning new skills.
* Ability to work in a fast paced environment.
* A good team player and can also add value working independently.
* Communicate effectively in a business environment.
* Interested in pursuing a career within the SCTS.
* Be committed to gaining qualifications
* Bring fresh thinking.
* Educated to standard grade level, or equivalent skill level.
* Undertake work with honesty and integrity.
* Well organised and methodical, operating with pace, enthusiasm and creativity.
* Respond to change in a business environment.
* Resilient and can challenge, negotiate and influence (We can help you with this)

# **What we can offer you**

### As well as an exciting and challenging work environment you also get a few perks from working and learning with us;

We employ over 1,500 people throughout Scotland from Lerwick in the North to Stranraer in the South. Our staff have the opportunity to take part in a range of development programmes and opportunities for career progression are excellent

**Training**

We are interested in helping you build your character and confidence for your future career. Working with your manager and the L&D team you will create a bespoke development plan. Through this development plan you will not only gain the relevant knowledge and skills to be able to be fully operational in your role, but you will gain nationally recognised qualifications too.

**High street discounts**

To make your money go further you’ll have access to our online Employee Savings Scheme which offers various ways to save money at a huge range of retailers including Apple, Dell, HP, Virgin media and Curry’s/PC World to name a few.

**One of the best apprentice salaries in the market**

You’re an ambitious and determined person so why would you settle for low hourly rates or reduced apprenticeship salaries?! We have ambitious plans for how our people can help improve the justice system in Scotland, so we are looking for the best future talent to help shape the way. We believe that in order to achieve this we need to invest in you, that’s why we’re offering one of the most competitive salaries out there

**Keep refreshed**

Yes, you’ll need to work hard but what better way to recharge your energy and enthusiasm by taking some well-earned time off. You’ll receive **25 days’ annual leave and 11.5** **public and privilege days** and with a good wage coming in, you'll be able to relax and holiday in style.

Our apprenticeships are unique, so we need to be sure you are right for the challenge.

1. Complete the on-line application process, upload your CV and complete a personal statement.

2. Once we’ve reviewed your assessment, CV and personal statement, and you meet the eligibility criteria, you will be invited in for a 1-2-1 interview.

For further information please contact Lynn Aitken, [laitken@scotcourts.gov.uk](mailto:laitken@scotcourts.gov.uk) or on 0131 4443417

We look forward to hearing from you soon.

**Before you join us:**

The nature of our work is sensitive, so we must take measures to protect the integrity of our organisation. As a new member of staff you can expect to go through the following checks before you start:

1. **Identity –** We need to be sure you are who you say you are, so we’ll ask you to provide proof of identity.
2. **Nationality and Immigration Status (including an entitlement to undertake the work in question) –** We need to see proof of your eligibility to work and remain in the UK and the Civil Service.
3. **References (Past 3 Years) –** We will need you to provide 2 references e.g. Educational to confirm your suitability for appointment (these can’t be friends or family members).
4. **Criminal Records Check-** We will need to get a ‘standard’ Disclosure Scotland Check completed. The Scottish Courts and Tribunals Service are exempt from the Rehabilitation of Offenders Act 1974, so all convictions whether they are spent or not will be considered.
5. **Occupational Health Checks** – You will be asked to complete an online health questionnaire to whether fit for employment.

Refusal to provide any of the information stated above will be taken into account when making the employment decision and employment may be refused.

After ***all*** these checks have been completed (which can take about 4 weeks) you’ll be ready and raring to go.



To access the online application process, please follow the instructions below:  
1. Go to [www.surftocoast.co.uk](http://www.surftocoast.co.uk)

2. On the left-hand side where it says: 'This is my first time', enter your details and the campaign passcode: **sctsma!**

3. Click 'Sign me up' and follow the onscreen instructions