

# Job Description



|                    |                                |
|--------------------|--------------------------------|
| <b>Job Title:</b>  | Software Tester Apprentice L4  |
| <b>Reports to:</b> | IT Services Manager            |
| <b>Grade:</b>      | Apprenticeship Grade / Level 4 |
| <b>Date:</b>       | 2026                           |

## 1. Job Purpose

System testing and UAT support of new IT systems and applications.

To ensure that sufficient auditable system testing is completed successfully before applications or developments are transitioned into the “Live environment”.

To assist where required with the whole Service Transition process, to include but not limited to, Training, Release and Deployment activities.

## 2a. Key Responsibilities

*An apprenticeship is a learning role; therefore, the list below represents tasks that might be undertaken. However, full training will be given and tasks will vary depending on placement.*

- Support the testing of software applications to ensure they meet functional, security, performance and usability requirements
- Assist in the execution of manual test cases, following agreed test plans and scripts
- Record, track and retest software defects using appropriate tools, clearly documenting outcomes
- Contribute to test documentation such as test cases, test scenarios, test data and test results
- Work collaboratively with software developers, analysts and other testers throughout the software development lifecycle (SDLC)
- Participate in quality assurance activities during software development and deployment phases
- Support basic analysis of software requirements to help identify test conditions and risks
- Learn and apply testing techniques, tools and methodologies, including exposure to automated testing where appropriate
- Adhere to organisational standards, processes, security and data protection requirements
- Actively engage in apprenticeship training, development activities and assessments

## 2b. Generic Responsibilities

- Work co-operatively with colleagues to ensure that the function operates consistently and effectively in the implementation and application of all departmental procedures and policies.

- Keep up to date with information, training and development opportunities appropriate to maintaining and developing professional service standards.
- Ensure that services are delivered in line with relevant legislation, ISO standards and YPO objectives, values and policies including those relating to Equity, Diversity & Inclusion, Customer Care and Health and Safety
- Undertake such other duties as may be required from time to time that reasonably fall within the scope and grade of the post.
- Due to the confidentiality requirements of the role, successful applicants may be expected to sign up to an IT NDA process which will be thoroughly explained, including their responsibilities.

### 3. Dimensions

- Accountable for coursework and a positive outlook to learning with an outcome of a Level 4 Cyber Security Technician apprenticeship standard.

### 4. Planning and Organising

- Timekeeping and punctuality in line with departmental requirements
- With direction from the line manager completing allocated tasks in a timely manner

### 5. Problem Solving and Decision Making

- No accountability required as this is a training role.

### 6. Communication and Relationships (internal and external)

- Building relationships with colleagues at YPO
- External suppliers/contacts appropriate to the department
- College Tutor
- Apprentice Manager

### 7. Special Features and Personal Attributes

- A cheerful and optimistic attitude to work
- The drive and determination to 'make things happen'
- Ability to build relationships and rapport with colleagues and customers
- A commitment to self-development
- A good team player

Apprentices are expected to get involved with apprenticeship promotion activities for YPO such as National Apprenticeship Week and careers fairs.

This post is subject to the Fluency Duty under Part 7 of the Immigration Act 2016. The post-holder is therefore required to demonstrate a level of fluency which enables them to converse spontaneously with a natural flow, and explain complicated information, using accurate spoken English (including technical or specialist terminology), to service users, and when required, demonstrate an ability to find alternative vocabulary in order to be understood.

## 8. Knowledge, Skills and Experience

| Area   | Essential | Desirable | Assessment              |
|--|-----------|-----------|-------------------------|
| <b>Knowledge</b>   |           |           |                         |
| GCSE or equivalent Grades A*- C (Grade 5 and above) in Mathematics, English Language and 2 other subjects.<br>Level 3 qualification, such as A level or an equivalent BTEC.<br><i>Students may refer to their predicted grades in either or both formats</i><br>Applicants must demonstrate the ability to study at academic Level 4, equivalent to the first year of a university degree. | x         |           | Application             |
| IT related qualification   |           | x         | Application             |
| Basic understanding of how software or IT systems are used in a business context   | x         |           | Application & Interview |
| A strong interest in IT, software development or software testing  | x         |           | Application             |
| Willingness to learn new tools, technologies and testing techniques  | x         |           | Application             |
| An interest in automation testing, security testing or performance testing   |           | x         | Interview               |
| Basic knowledge of software testing concepts (e.g. test cases, defects, quality assurance)   |           | x         | Interview               |
| Awareness of the software development lifecycle (SDLC) or agile methodologies  |           | x         | Interview               |
| An interest in automation testing, security testing or performance   |           | x         | Interview               |
| <b>Skills</b>  |           |           |                         |
| Good communication skills, with the ability to explain issues clearly in writing and verbally to non-technical people  | x         |           | Interview               |
| Good attention to detail and an analytical approach to identifying problems  | x         |           | Application & Interview |
| Ability to organise own workload   | x         |           | Interview               |
| Ability to work collaboratively as part of a team, with a professional and positive attitude   | x         |           | Application & Interview |

|   |   |   |                         |
|---|---|---|-------------------------|
| Good problem solver   | x |   | Interview               |
| Ability to work on own initiative   | x |   | Application & Interview |
| <b>Experience</b>   |   |   |                         |
| Ability to follow structured processes, instructions and documentation                            | x |   | Application & Interview |
| Experience gained through study, work experience, projects or personal interest in IT or software |   | x | Application & Interview |
| Familiarity with defect tracking or test management tools   |   | x | Application & Interview |

**Jobholder Signature:**

**Manager Signature:**

**Date:**