## JOB TITLE: HR Apprentice

**REPORTS TO:** HR Officer

## BAND: Apprenticeship

**JOB PURPOSE**

To provide confidential HR and payroll administrative support to assist the smooth running of the Trust’s central HR office.

**KEY CORPORATE ACCOUNTABILITIES**

* Commitment to the Trust and central team’s vision and values;
* To maintain awareness of and commitment to the Trust’s Equality and Diversity in Employment Policy in relation to both, employment and service delivery and to observe of conduct which prevents discrimination taking place;
* To comply with all Trust policies and procedures including the Code of Conduct, Safeguarding Policy and E-Safety Policy;
* Undertake safeguarding training at least annually, with further updates as required;
* To fully comply with the Health and Safety at Work Act 1974, the Trust’s Health and Safety Policy and all locally agreed safe methods of work;
* To work with colleagues to achieve service plan objectives and targets;
* To participate in the Performance Management Procedure and contribute to the identification of team development needs; and
* At the discretion of the HR Director, such other activities as may from time-to-time be agreed and are consistent with the nature of the job description herein.

**PRINCIPAL ACCOUNTABILITIES**

* To provide confidential general HR and payroll administrative support to the central HR Office.
* To assist the smooth running of the central HR office by handling correspondence including emails and using initiative to deal with telephone calls.
* To assist in the administration of the recruitment process.
* To assist with new starter administration and pre-employment checks including seeking references, medical clearances and Disclosure and Barring Service (DBS) applications.
* To assist in compiling and maintaining new starter and current electronic personnel files.
* To support with maintaining the HR databases, payroll and other HR record systems.
* To provide support to HR colleagues as and when required.
* To maintain confidentiality and data protection adherence at all times.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time-to-time. Any such duties should not, however, substantially change the general character of the post.

***This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

I confirm that I have read and understood, and that I accept, the above job description:

Signature : …………………………………… Date: ……………… Name in full ……………………. …….

**PERSON SPECIFICATION**

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| **General heading** | **Detail** | **General Examples** |
| **Qualifications & Experience** | Specific qualifications & experience | Knowledge of work experience in an HR office environment desirable |
| Literacy | English GCSE (A-C) or equivalent |
| Numeracy | Maths GCSE (A-C) or equivalent |
| Knowledge of relevant policies and procedures | Knowledge of education sector desirable |
| Technology | Proven ability to use Microsoft Office including Word, Excel and Outlook or equivalent  Proven ability to use databases and experience of data entry |
| **Communication** | Written | Proven ability to write letters and emails |
| Verbal | Proven ability to use initiative to deal with telephone calls and staff/public queries |
| **Working with others** | Team work | Work effectively as part of a team  Ability to work independently |
| **Responsibilities** | Organisational skills | Proven ability to be proactive and prioritise work |

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| **General** | Equalities | Awareness of and commitment to equality |
| Health & Safety | Basic understanding of Health & Safety |
| Child Protection | Good understanding of and commitment to child protection procedures |
| Confidentiality/Data Protection | Understand procedures and legislation relating to confidentiality |
| CPD | Be prepared to develop and learn in the roll |