

## **Job Description**

<b>Job Title:</b>	HR/Payroll Data Analyst Apprenticeship
<b>Location:</b>	Gateshead, Tyne and Wear
<b>Contract:</b>	Fixed term up to eighteen month's apprenticeship training contract
<b>Hours of work:</b>	37
<b>Reports to:</b>	Payroll and Pension Project Manager

### **Overall Responsibilities:** (After receiving appropriate training and guidance)

To support the Payroll and Pensions Project Manager and project team in the implementation and on-going data entry into the iTrent HR/Payroll system, centrally and to its Academies.

### **Training:**

During the 15 - 18 months of the apprenticeship you will be assigned an Assessor and will work towards the Business Administration standard which has highly transferable knowledge, skills and behaviours which can be applied across all sectors. You will also complete a Diploma in Business Administration Level 3.

You may also be required to complete Literacy, Numeracy and IT Functional Skills (this will be determined by existing qualifications). Training will be mainly through workplace assessment which will take place every 4 weeks.

### **Main Duties:** (After receiving appropriate training and guidance)

Contribute to the HR and Payroll system project by: -

- Support Academies by entering data into the System e.g. starters, leavers, changes etc
- Maintain Google Forms and Google Drive to enable data storage
- To be a first point of contact for nominated academy queries
- To assist with the implementation where necessary
- Liaise directly with Academies to ensure data integrity
- Provide support to Academies throughout the migration stage
- Provide refresher training following any updates and new access to the system as and when required
- User acceptance testing where required
- Maintaining global tables
- Maintaining user profiles

- Set up new posts and positions within iTrent where required
- Carry out data checks as required
- Support Academies staff with the use of Employee Self Service
- Support Academies using the system and maintaining their confidential data
- Maintain confidentiality of all data and Academies Enterprise Trust and Academies security at all times
- Update the Comms Portal page with relevant iTrent information
- UAT testing after system upgrade
- The post-holder is also required to undertake such other duties and training as maybe required by or on behalf of Academies Enterprise Trust provided that they are consistent with the nature of the post.

This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of Academies Enterprise Trust.

### **Permanent Appointments and advanced level apprenticeships**

Due to operational requirements apprentices cannot be guaranteed a permanent job or higher level apprenticeship on completion of their apprenticeship. Where a suitable permanent job or an advanced level apprenticeship opportunity becomes available in their training academy or other Academies Enterprise Trust academies apprentices are strongly encouraged to apply for it and subject to satisfactory completion of their apprenticeship and suitable qualifications / experience will be guaranteed an interview.

### **Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

### **Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

### Person Specification

**Job Title:** HR/Payroll Data Analyst Apprentice

<b>General heading</b>	<b>Detail</b>	<b>Essential requirements:</b>	<b>Desirable requirements:</b>
<b>Qualifications &amp; Experience</b>	Specific qualifications	<ul style="list-style-type: none"><li>• Right to work in the UK</li></ul>	<ul style="list-style-type: none"><li>• N/A</li></ul>
	Qualifications required for the role	<ul style="list-style-type: none"><li>• GCSE Maths, English and ICT (A – C or 4 - 9) or equivalent or be willing to work towards Functional Skills</li><li>• You must be resident in England and have the right to work in UK, aged over 16 and not in fulltime education</li></ul>	<ul style="list-style-type: none"><li>• 5 GCSE (Grade A- C or 4 - 9) or equivalent including an Maths, English and ICT</li></ul>
	Forward/Strategic planning	<ul style="list-style-type: none"><li>• N/A</li></ul>	<ul style="list-style-type: none"><li>• N/A</li></ul>
	Specific Knowledge/ Experience	<ul style="list-style-type: none"><li>• A genuine interest in Payroll/HR data</li></ul>	<ul style="list-style-type: none"><li>• Experience in a data entry role</li></ul>
<b>Behaviours</b>	Line management responsibilities	<ul style="list-style-type: none"><li>• N/A</li></ul>	<ul style="list-style-type: none"><li>• N/A</li></ul>
	Skills/Abilities	<ul style="list-style-type: none"><li>• Ability to communicate effectively</li><li>• Ability to use Microsoft Office including Excel</li><li>• Ability to organise and prioritise own workload during peak periods and meet the deadlines</li><li>• Ability to remain calm under pressure and in demanding situations</li><li>• Good</li></ul>	<ul style="list-style-type: none"><li>• Ability to use the Google platform</li><li>• Good analytical skills</li><li>• Ability to produce and understand statistical data</li></ul>

		interpersonal skills <ul style="list-style-type: none"> <li>• Ability to use own initiative</li> <li>• Good concentration levels and data accuracy</li> <li>• Work effectively as part of a team</li> </ul>	
	Scope of the role	<ul style="list-style-type: none"> <li>• Departmental</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
	Budget <ul style="list-style-type: none"> <li>• size and responsibilities</li> <li>• advice impact on budget</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
	DBS (CRB)	<ul style="list-style-type: none"> <li>• This post is subject to receipt of a satisfactory Disclosure and Barring Service Certificate</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
	Special requirements	<ul style="list-style-type: none"> <li>• Evidence of a commitment to promoting the welfare and safeguarding of children and young people</li> <li>• Understand and comply with procedures and legislation relating to confidentiality and Data Protection</li> <li>• Ability to travel if required</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>