

Human Resources Apprentice L3

Job Description

General Purpose of Job:

The HR Apprentice will work within the HR Operations Team and provide general HR administration support, as required by Orchard Hill College (OHC) and Orchard Hill College Academy Trust (OHCAT), working across sites as necessary.

Functional Links

The HR Apprentice will liaise with the Human Resources Team, Payroll, MIS, Finance and Occupational Health as well as College/School/ Academy and affiliate staff, students, Directors, Governors, parents, carers, professionals, volunteers, the public and visitors on a regular basis and will be required to maintain the high standards of the College and OHCAT.

Reporting Relationships

The HR Apprentice will report to the HR Operations Manager and will liaise with managers, staff and students.

Duties and Responsibilities:

This is a great opportunity to work and learn from a professional and diverse HR team.

The HR Apprentice will work in HR Operations Team to provide general and HR administrative support to Orchard Hill College, Academy Schools within the Orchard Hill College Academy Trust (OHCAT), supporting all areas flexibly as required. The successful applicant will be expected to undertake a variety of administrative duties both independently and under supervision.

Areas of support to include:

Clearances

Conduct pre-employment checks in accordance with the OHC&AT Safer Recruitment Policy with regard to Right to work check, DBS, References Qualifications, Medical checks and overseas police checks, etc. Ensure all checks are completed in a timely manner and prior to the commencement of employment.

- To check all pre-employment documentation associated with the Disclosure and Barring Service (DBS) and raise any concerns with appropriate senior management.

- To ensure all Right to Work compliance checks have been completed prior to commencement of employment. Ensure all Right to work details are up to date and meet UKVI regulations.
- To liaise with the Occupational Health Service to ensure all new starters have undertaken pre-employment medical assessment and been declared medically fit to commence employment.
- Identify any unsatisfactory clearances and report to the HR Operations Manager

Payroll

- To complete payroll data inputting on a monthly basis, ensuring documents are correctly authorised and processed and that any queries are raised.
- To check timesheet claims for accuracy and compliance with polices and regulations. Calculate any additional payments/allowances as appropriate.
- Ensure payroll instructions are processed within given deadlines.

Recruitment

- To undertake the administrative duties associated with recruitment, including interview invite letters, references, and conditional offers through to post offer employment documentation and filing.
- Place adverts on the relevant job boards. Ensure authorisation has been obtained to go outside of standard processes.
- Under the supervision of the HR Operations Manager, liaise with recruitment agencies to ensure the smooth transition from agency worker to employee.

HR Administration

- To work accurately and efficiently both as part of a team or unsupervised, prioritising own work and meeting deadlines for Payroll and Recruitment.
- To assist with the management of the HRSupport Inbox and Jobs Inbox, and to provide first line support when necessary to ensure staff queries are dealt with professionally, accurately and in a timely manner.
- Preparation of employment contracts, changes to employment terms and conditions letters. Ensure they are accurate and issued in a timely manner.
- To maintain accurate and up-to-date HR spreadsheets such as Payroll, recruitment, clearance checks, DBS renewals, etc.
- To assist in maintaining Single Central Records for all establishments and undertaking training to enable safer recruitment of staff. This includes compliance checks for agency staff across OHC&AT.

HR System

- Data inputting of new starter employment details onto HR database
- Ensure accurate and timely inputting of data onto the HR system, including new starters, leavers, amenders, maternity, paternity, absence and annual leave, etc.
- To maintain accurate records using ICT systems as required, working with the Management Information Services team as necessary

Projects

- To ensure personnel files are audited for compliance with GDPR
- To assist with the digitisation of all HR records, including information held on personnel files

General duties

- Provide and promote HR service excellence and foster effective teamwork and business relationships.
- To communicate sensitively with a wide range of people, including colleagues, students (who may communicate through challenging behaviour), external contacts and the public.
- To maintain information in a confidential manner, following data protection regulations and ensuring the HR operational team and personnel files and recruitment records are GDPR compliant.
- To maintain and apply an up to date knowledge of terms and conditions of employment for Lecturers, School Teachers, Managers, Single Status staff and others as required
- Supporting all aspects of Child Protection and Safeguarding of Vulnerable Adults;
- Promoting the Equality and Diversity policy in all areas of work;
- Supporting Health, Safety and Wellbeing within the workplace.
- To undertake Continuing Professional Development (CPD) and training to update own skills and knowledge.
- To carry out all duties in accordance with College, OHCAT and affiliate policies, including the Equality and Diversity Policy, Safeguarding policies and Health and Safety Policy.
- To carry out other such similar duties that may be reasonably required by Director of HR, Head of HR, HR Operations Manager, and HR Business Partners.

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Person Specification

Academic

- Ability to meet the entry requirements of the Level 3 apprentice course attached to this apprenticeship and to attend and undertake the studying and course work required to complete the course.
- Educated to at least GCSE standard, with five passes at Grade C (or equivalent) including English and Mathematics.

Abilities, Skills and Knowledge

- Good IT skills; ability to use Microsoft Office packages including Word, Excel and Outlook.
- Excellent organisational skills, in order to manage work to meet conflicting deadlines.
- High level of attention to detail and high level of accuracy.
- Strong written and verbal communication skills
- Excellent interpersonal and communications skills, in person, by telephone and in email
- Exceptional time management & organisational skills, has the ability to manage multiple tasks and projects
- A friendly professional manner and appearance
- Driven and self-motivated
- Able to work within a team
- Able to prioritise and organise own workload
- Able to work on own initiative, sometimes working under pressure and to tight timescales.
- Able to adhere to the College's Equality and Diversity, Safeguarding of Children and Vulnerable Adults, and Health and Safety Policies.

Other

- You will be mentored by a member of the HR team
- Support will be offered off site/on site to fulfil the requirements of the Apprenticeship scheme
- This job description is not exhaustive and is subject to change