

# HR APPRENTICE

## Harris Federation People Services

£24,000-£26,000 based on experience + Performance and Loyalty Bonus  
+ Pension Scheme (LGPS) + Harris Wellbeing Cash Plan  
+ Additional Harris Benefits

For a confidential discussion about this post or more information, please  
contact 020 8253 7777 or [careers@harrisfederation.org.uk](mailto:careers@harrisfederation.org.uk)

# Job Purpose

Working as part of our Central HR Function, we are looking for an HR Apprentice to deliver a high quality and professional transactional HR service. This is a varied role providing ongoing support to the Head of HR, Central HR Manager and the HR Business Partners with employee lifecycle HR processes (terms and conditions and contract administration, payroll, benefits, absence reporting, maternity/paternity leave, probation, performance management and leavers administration). You will be key in providing effective administrative support to the HR Team, Head office staff and as the first point of contact for HR colleagues in each academy on HR matters, you will have the ability to consistently deliver a high-level service in a timely manner. This is an excellent opportunity for experienced detail focused administrators to develop a career in HR.

. Applicants should be able to maintain confidentiality, possess excellent communication skills and the ability to develop and maintain professional relationships at all levels within the Federation, as well as with external customers. You will be joining an experienced, friendly and collaborative team who will foster your professional development.

We are looking for someone who has a keen interest in working in the education sector, is passionate about providing a great customer service.

# Main Areas of Responsibility

## Supporting HR Team and Strategy

- Creating and maintaining standard letters, reporting templates and guidance documentation. In conjunction with the Central HR Manager, HR Business Partners (HRBPs) and HR Advisors (HRAs) reviewing and updating in accordance with legislative changes.
- Responsible for the administration and promotion of the Federation's employee benefits; updating all communication relating to benefits, producing and updating reports etc.
- Submitting payment forms to payroll ensuring full authorisation is obtained and accurate internal records are maintained.
- Submitting invoice payments to the Finance team ensuring that prior approval is obtained.
- Working in partnership with Head of HR, Central HR Manager, HR Business Partners and HR Advisors on allocated projects.
- Providing administrative support to the Head of HR, Central HR Manager and HRBPs on a daily basis, including support in delegated activities; for example, restructure programmes, employee relations cases, employment tribunal activities and TUPE.

## HR Administration for Head Office

- In conjunction with the HR Advisors, coordinating new starter induction sessions and Principal induction at the start of the academic year.
- Coordinating Safer Recruitment Training.
- Producing and updating employee personnel files for Head Office staff (circa 220 staff) ensuring all filing is accurate and completed in a timely fashion
- Liaising with line managers with regards to probationary start and end dates and maintaining the probation monitoring process for Head Office staff.
- Drafting and issuing letters to employees; resignation acknowledgement, contract extensions, notification of end of contracts, variation of terms etc.
- Supporting the performance management cycle and associated documentation.
- Maintain accurate and up to date personal details for all staff by regular auditing and ensure internal portals/systems are updated (Bromcom/Oracle).

- Ensure all staff annually sign updated policies and procedures and read Keeping Children Safe in Education in Education
- Ensure all staff complete mandatory safeguarding training.
- Undertake administration activity relating to LGPS and TPS pension as required.
- Responsible for updating and maintaining the employee absence records; sickness absence, annual leave, maternity leave etc.
- Providing the HR team with regular reports for submission to directors
- Responsible for maintaining the Head Office organisational charts.
- Responsible for maintaining and updating the Harris Federation Staff Handbook.
- Supporting the administration and inputting of the monthly payroll for Head Office.
- Assisting with the administration associated with the ongoing or repeat employment checks for Head Office staff; right to work documentation and Disclosure and Barring Service (DBS) checks, as and when required.
- Supporting the HR Advisors with maintaining and updating employee sponsorship files.

### **Academy HR Support**

- To be the first point of contact for HR queries and contract requests, liaising with Academies, internal and external providers and escalating as appropriate to the Head of HR, Central HR Manager, HR Business Partners or HR Advisors.
- Evaluating Job Descriptions using the Greater London Provincial Council Job Evaluation Scheme.
- Working in partnership with the HR Advisors on allocated projects including, maintaining and updating the Harris Federation Staff Handbook.
- To complete Ad hoc tasks, as and when required.

### **Federation Ethos**

- To undertake such other duties as may be required, commensurate with the level of responsibility of the post
- To engage actively in the performance review process, addressing appraisal targets set in conjunction with the line manager each autumn term
- To participate in training and other professional development learning activities as required.
- To promote equal opportunities and celebrate diversity in all aspects of the Federation.
- To play a full part in the life of the Federation community, to support its distinctive aim and ethos and to encourage staff and students to follow this example. • To support and attend Federation events.
- To promote actively the Federation's corporate policies.
- To adhere to the Federation's Dress Code.
- To comply with the Federation's Health and Safety policy and undertake risk assessments as appropriate.
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education and the academy's Safeguarding/Child Protection policies.
- To be aware of and comply with all academy and Federation policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

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Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

Following consultation with you this job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

# Person Specification

Attributes	Description	Desirable
<b>Education &amp; Qualifications</b>	Educated to A level or above	
<b>Experience</b>	Robust experience in a busy administrative role	Experience within an HR department Experience of working within an education setting
<b>Skills</b>	<p>Confidence and ability to develop and maintain professional relationships at all levels within the Federation, as well as with external customers.</p> <p>Excellent verbal, written and interpersonal skills, in particular an excellent phone manner</p> <p>Strong attention to detail and ability to work accurately and independently.</p> <p>Ability to work effectively as part of a team</p> <p>Excellent time management and organisational skills.</p> <p>Ability to be trusted with highly confidential information.</p> <p>Ability to manage conflicting priorities, exercising responsible judgement when appropriate.</p> <p>Ability to work effectively to timescales and deadlines and to be able to work under pressure.</p> <p>Significant IT skills in Outlook, word, excel and using advanced functionality</p> <p>Highly numerate - able to work confidently with figures.</p>	
<b>Personal Competencies &amp; Qualities</b>	<p>A keen interest in HR</p> <p>Ability to be proactive, use initiative, and take ownership for all aspects of the role.</p> <p>Adopting high standards of ethical conduct at all times, with a clear understanding of the impact on others.</p> <p>Ability to adapt to changing situations.</p> <p>Ability to anticipate and identify the needs of internal and external customers in a friendly, prompt and professional manner, delivering high quality service at all times.</p> <p>Empathy with the aims and objectives of Harris Federation</p> <p>Commitment to equality of opportunity, valuing diversity and the safeguarding and welfare of all students</p> <p>Ability to undertake occasional travel to academies within the Federation</p>	

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post. The job-holder will ensure that academy policies are reflected in all aspect of his/her work, in particular those relating to:

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (2018)
- (iv) Safeguarding children

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Head Office on 020 8253 7777 or [careers@harrisfederation.org.uk](mailto:careers@harrisfederation.org.uk)

Thank you for your interest. We look forward to receiving your application.

*If you think a career with us is right for you, discover more at:  
[www.harriscareers.org.uk](http://www.harriscareers.org.uk)*

