

## JOB DESCRIPTION

<b>Job Title</b>	HR Apprentice
<b>Department</b>	Human Resources
<b>Function</b>	Human Resources
<b>Reports to (Job Title)</b>	HR Director
<b>Location</b>	On site at Rugby with occasional UK travel

### JOB PURPOSE

The HR Apprentice will support the HR team in delivering a high-quality, proactive HR service across the organisation. This role is designed for someone starting their HR career, combining practical experience with formal study toward an industry-recognised HR qualification (e.g., CIPD Level 3). The postholder will assist with day-to-day HR administration, employee lifecycle processes, and people-related projects while developing confidence and capability to advise colleagues under supervision. There will be a strong initial focus on learning and development across the group.

### KEY RESPONSIBILITIES/ACCOUNTABILITIES:

#### HR Administration

- Maintain accurate employee records, ensuring compliance with internal procedures and data protection regulations.
- Support recruitment processes including advertising roles, coordinating interviews, and issuing offer letters and contracts.
- Assist with onboarding activities such as right-to-work checks, induction preparation, and new starter paperwork.
- Process leavers, including exit documentation and system updates.

#### Employee Support

- Provide first-line HR advice on routine queries (e.g., policies, absence reporting, holidays), escalating more complex issues as needed.
- Help manage absence cases by tracking data, preparing documentation, and attending meetings with HR advisors.

#### Learning & Development

- Coordinate training sessions, maintain training records, and support the administration of development programmes.
- Assist in identifying skills gaps and tracking mandatory training completion.

#### HR Projects

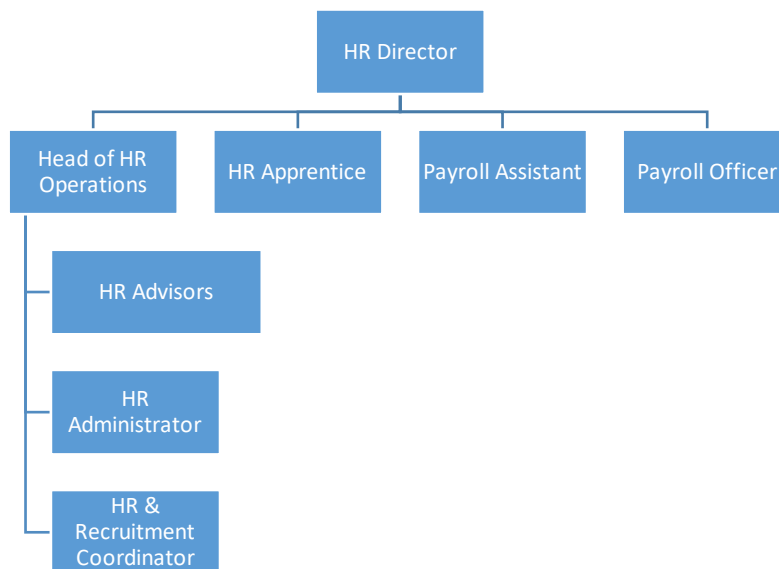
- Participate in HR projects such as learning and development and process improvements.
- Assist in gathering data, preparing reports, and delivering project outcomes.

- All staff, contractors, volunteers have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the School which support safeguarding and must act in accordance with the School’s Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

## RELATIONSHIPS

Internal	External
Line Managers	Recruitment agencies and online job board suppliers
HR & Payroll team	Learning & Development providers
Employees	HR specialist providers and advisors (such as legal, ACAS etc.)
	Software Providers
	Occupational Health

## ORGANISATIONAL CHART



**PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
<b>Qualifications</b>	<p>Level 3 qualification (A-Levels or equivalent)</p> <p>GCSEs (or equivalent) in English and Maths grade C (4) or above.</p>	<p>Qualified, or studying towards CIPD level 3, or equivalent experience.</p> <p>Safer Recruitment Training for Schools.</p> <p>Safeguarding Training.</p>	<p>Production of the Applicant's certificates.</p> <p>Discussion at interview.</p> <p>Independent verification of qualifications.</p>
<b>Experience</b>		<p>Experience of working within an administrative environment.</p>	<p>Contents of the application form.</p> <p>Interview.</p> <p>Professional references.</p>
<b>Skills &amp; Competencies</b>	<p>Proficient in Microsoft Office (Excel, PowerPoint &amp; Word).</p> <p>Excellent interpersonal, communication (both written and verbal) and influencing skills.</p> <p>Ability to handle confidential information responsibly.</p> <p>High attention to detail and strong organisational skills.</p> <p>Ability to organise and prioritise workload, work under pressure and deliver against tight deadlines.</p>	<p>Experience of using iTrent</p> <p>Highly organised approach to work.</p> <p>Good presentation and reporting skills.</p>	<p>Contents of the application form.</p> <p>Interview.</p> <p>Professional references.</p>
<b>Knowledge</b>		<p>Understanding of DBS legislative requirements and process.</p>	<p>Contents of the application form.</p> <p>Interview.</p> <p>Professional references.</p>

<p><b>Personal competencies and qualities</b></p>	<p>Strong interest in a career in HR/People Management.</p> <p>Motivation to work with children and young people.</p> <p>Emotional resilience in working with challenging behaviours.</p> <p>Positive attitude to use of authority and maintaining discipline.</p>	<p>Responsive to challenge.</p>	<p>Contents of the application form.</p> <p>Interview.</p> <p>Professional references.</p>
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