

JOB DESCRIPTION

Job Title:	Trust HR Apprentice
Length:	Fixed term contract for 18 months, commencing as soon as possible
Reports to:	HR Advisor
Salary:	£13,500 - £15,000 per year
Hours:	36 hours per week and working all year round
Other benefits:	Holidays 23 days per annum and 8 public holidays, plus local government pension scheme Minimum age 18.
Study:	Level 3 in Business Administration
Location:	Trust Head office, Pimlico, London, with some travel to academies in London and Hertfordshire.

JOB PURPOSE

The HR Apprentice will support the HR team in providing an efficient and streamlined HR service to the academies.

Specifically, they will be required to provide administrative support to members of the HR department and to undertake the administration related to activities associated with the entire employee cycle such as recruitment, induction, new joiners, performance management, training and development and leavers.

KEY RESPONSIBILITIES

RECRUITMENT, NEW JOINERS AND EMPLOYEE LIFECYCLE

- Under the direction and supervision of the Senior Recruitment Advisor, to undertake the recruitment and selection administration. This could include activities such as saving applications and responding to applicants, arranging interviews, printing application packs and supporting interview days
- With support from the HR Advisor, to draft letters and paperwork in relation to areas including new starters, leavers, staff changes, maternity and absence
- To support with the administration of DBS Checks for central trust staff and updating the Trust's single central record
- To maintain and update accurate records of holiday entitlements, holiday calendar and sickness records
- To retain and store in an appropriate filing system accurate HR records of all staff details including terms and conditions of employment, pay scales, absence, formal meeting outcomes, in accordance with Data Protection requirements and any other relevant regulations
- To maintain and update electronic HR records.

DATA AND REPORTING

- To use SIMS/information provided by the payroll supplier to compile monthly MI reports (sickness absence, turnover and leaver analysis)
- To undertaking ad-hoc requests for people data as required
- To support HR colleagues with the gathering of data to produce statutory reports, for example Gender Pay Gap and Trade Union Facilities Time.

HR PROJECTS

- To support the HR team in researching and then continuously improving HR policies, procedures and guidance
- From time to time take part in HR initiatives in support of individual schools or Trust wide

HR CASE WORK

- Under the supervision of a member of the HR team, to provide HR support in case work. This could range from attending meetings, note-taking, redaction, undertaking some background research in support of a case and printing/preparing key documentation and bundles.

OTHER

- To organise internal and external meetings including logistics, i.e. booking meeting rooms, order refreshments/food and necessary equipment
- To use initiative in time management to organise own workload in order to meet deadlines
- To build your own personal knowledge of employment legislation and practices
- To support individual schools on HR administration matters as and when the need arises
- To provide cover for other administrative colleagues when required
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as they arise
- To observe and promote Equalities across the Trust
- To attend and participate in relevant meetings as required
- To carry out any other duties appropriate to the post as required
- To help to identify own personal development needs.

SAFEGUARDING

As an educational trust, Future Academies is committed to the safeguarding and promotion of the welfare of all children and young people. Therefore, the trust expects all members of staff and volunteers to share in this commitment. To this end, both an 'Enhanced Disclosure and Barring Service' check and a 'Barred List' check will be required for this role.

No job description can be entirely comprehensive, and roles develop organically over time. The post holder will be expected to support with any other duties appropriate to the role, as and when this is required.

PERSON SPECIFICATION

Candidates must be 18 years or over at the time of appointment

	DESCRIPTION	ESSENTIAL (E) / DESIRABLE (D)
QUALIFICATIONS	A minimum of five GCSEs, including maths and English	E
	Right to work in the UK	E
EXPERIENCE, SKILLS & KNOWLEDGE	Ability to manage own workload effectively and to work collaboratively	E
	Excellent general ICT skills including use of Office suite of applications, in particular word and excel	D
	Excellent written and verbal communication skills	E
	Good organisational skills	E
	Excellent troubleshooting and problem resolution skills	E
	Self-motivated with a drive to complete tasks to the required time scales and quality and compliance standards	E
	A high level of accuracy and attention to detail	E
	Flexibility to adapt to changing workload demands	E
	Self-motivated, with a 'can do' approach to problem solving	E
	An interest in pursuing a career within HR	D
OTHER	Commitment to safeguarding and promoting the welfare of children and young people	E
	Willingness to undergo appropriate checks, including enhanced DBS checks	E
	A commitment to further training and a willingness to participate in relevant CPD	E
	Have a willingness to demonstrate commitment to the Future Academies values and behaviours	E
	Committed to Equality, Diversity & Inclusion	E

Safer Recruitment at Future Academies

Future Academies is committed to safeguarding and promoting the welfare of children and young people. We undertake very thorough checks to ensure that we meet our obligations to protect the children attending our schools. We expect all staff and volunteers to share this commitment and to undergo appropriate checks, including an Enhanced DBS and barred list check. We also ensure teaching staff are not subject to a prohibition order or an interim prohibition order.

1. Candidates should be aware that all posts at Future Academies involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. All members of staff will have access to the DfE Keeping Children Safe in Education guidance, September 2019, and will be expected to read and comply with this guidance.
2. Longlisted candidates will be required to complete a Disclosure of Criminal Record form and bring the completed form to interview. If the job involves contact with children up to the age of 8, you will also be required to make a Disqualification Declaration. The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a "regulated position" under the Criminal Justice & Courts Services Act 2000.
3. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired). They will also be asked whether you have been the subject of any child protection allegations or concerns and, if so, to provide to details the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done so in the past, this previous employer will be asked about these issues.
4. You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or Independent Safeguarding Authority.

Invitation to Interview – please bring with you:

- A completed Disclosure of Criminal Record, or Disqualification Declaration form in a sealed envelope. This form will be sent to candidates invited to interview.
- Documentary evidence of identity that will satisfy DBS requirements, such as a current UK photo-card driving license and/or a current passport and/or a full birth certificate.
- Documentary proof of address (i.e. a utility bill, financial statement etc.).
- Any documentation evidencing a change of name, where appropriate.
- Original certificates confirming any educational or professional qualifications that are necessary or relevant for the post.
- Evidence that you have the right to work in the UK.

Please note that originals of the above are necessary. Photocopies are not sufficient.

Candidates will be asked to account for any gaps in their employment history and to address any discrepancies or anomalies in their application form. We will require information in accordance with statutory guidance for anyone who has worked, or been resident overseas, in the previous five years.

We will seek references on longlisted candidates and may approach previous employers for information to verify particular experience or qualifications prior to interview.