##

## Job Description

|  |  |
| --- | --- |
| **Job Title:** | HR Administrator Apprentice |
| **Grade:** | NMW Apprenticeship Rate |
| **School/Team:** | HR Team |
| **Reporting To:**  | HR Director |
| **Direct Reports:** | None |

**Job Purpose:**

To provide effective and efficient administrative support to the wider HR team to enable the delivery of a proactive and customer focused HR service to the Trust and its Academies.

**Specific Responsibilities**

**Recruitment Administration**

Supporting schools with selection processes, providing documents and arranging interviews.

Supporting the Recruitment Officer to complete statutory pre-employment checks for new starters.

Setting up and maintaining electronic files for new starters.

Maintenance of the Trust SCR Tracker.

**HR Administration**

Maintenance of electronic personnel files.

Supporting the work of the wider team, i.e. preparing documents, drafting correspondence, gathering information etc.

Sending out Trust communications on behalf of the HR Team.

Taking minutes at meeting as required.

Managing absence recording for the Trust central team.

**General**

To undertake any other work appropriate to the level and general nature of the post’s duties.

To undertake all duties with due regard to the provisions of health and safety regulations and legislation, the Trust’s Equal Opportunities, Data Protection and statutory obligations in respect of safeguarding children.

**Person Specification**

|  |  |
| --- | --- |
| **Job Title:** | HR Administrator Apprentice |
| **Grade:** | NMW – Apprenticeship Rate |
| **Academy/Team:** | Central Trust Team |

**Method of Assessment:** AF= Application Form, T = Test, P = Presentation, I = Interview

**Shortlisting Criteria:** Essential criteria assessed via application form should be used to shortlist.

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Method of Assessment** | **Essential/ Desirable** |
| **Knowledge & Experience** |  |  |
| Minimum of 4 GCSEs Grades C/4 and above including English, Maths or equivalent; and/or A Levels and/or relevant Level 2 Apprenticeship or equivalent.Experience of using various IT packages including google. | AFAF/I | EE |
| **Skills and Abilities** |  |  |
| Excellent written and oral communication skillsAbility to appropriately manage confidential information Ability to quickly develop and maintain positive professional relationships with a wide range of peopleAdaptable, organised and able to work with minimum supervision. | AF/IAF/IAF/IAF/I | EEEE |
| **General** |  |  |
| Commitment to the highest standards of child protection and safeguarding.Understanding of and commitment to the Trust’s/School’s equal opportunities policies and ability to put into practice in the context of this post.Understanding of and commitment to the Trust’s obligations in respect of the General Data Protection Regulations (GDPR) 2018.  | AF/IAF/IAF/I | EEE |