

JOB DESCRIPTION

POST TITLE:	HR Apprentice
GRADE:	(NMW Apprenticeship rate) or NMW depending on previous apprenticeship service
WORK ARRANGEMENTS:	37 hours per week/52 weeks per year
DEPARTMENT:	Human Resources
RESPONSIBLE TO:	Human Resources Manager/HR Business Partner
RESPONSIBLE FOR:	Providing administrative support and generally assist with the day to day tasks of the HR Department to support the College's vision to become and sustain outstanding

PURPOSE OF THE POST

The post holder will:

1. To assist in dealing with general queries within the HR department.
2. To ensure HR databases and other computerised records are kept up-to-date in a timely manner.
3. Strive to achieve consistently outstanding provision.

DUTIES AND RESPONSIBILITIES

1. Work effectively together with classroom based, work-based and cross-college colleagues as one team, respecting and valuing each other to deliver outstanding services to students.
2. Contribute to the development of the HR team by attending and participating in team meetings in order to support the work of the team in meeting its quality standards, targets and business objectives
3. Undertake general administrative duties in the HR Department, including photocopying, sorting incoming mail and preparing outgoing mail etc.
4. Assist in the efficient running of the department by answering telephones of colleagues and take messages accordingly
5. Reception duties - support the HR Team in answering face-to face enquires when required.
6. Prepare and attach all relevant documentation to the College's computerised recruitment system.

7. Under the guidance of the HR Business Partner record and file sickness information into the HR computerised system.
8. Prepare new files for new starters and transfer leavers to archive and any other general housekeeping as necessary.
9. Assist with ensuring that all HR files are kept up to date.
10. Deal with HR queries from management, staff and the public as required.
11. Carry out duties and responsibilities of the post in compliance with the College's Equal Opportunities and Health & Safety legislation.
12. Undertake any other duties as requested by the HR Manager.

GENERAL

1. Take responsibility for one's own professional development and continually update as necessary, participating in appropriate staff development activities as required including the Professional Development Review.
2. Promote a positive image of the College and the work that is carried out across its various services.
3. Comply with all legislative and regulatory requirements.
4. Apply the College's own Safeguarding Policy and practices and attend training as requested.
5. Show a commitment to diversity, equal opportunities and anti-discriminatory practices. The post holder is expected to comply with and promote the College's Equal Opportunities Policy in all aspects of their duties and responsibilities.
6. Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.
7. Take an active role in the health, safety and welfare of students and staff, attending training and carrying out health and safety related activities as appropriate to the role.

Person Specification

Post:	HR Apprentice	Department:	Human Resources
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Key Requirements:	Essential/ Desirable	Assessed
Qualifications:		
NVQ Level 2 or equivalent to include English and Maths	E	A/T
Administrative or secretarial related qualification – or willingness to work towards	E	A/T
Experience:		
Establishing and maintaining effective recording systems	E	A/I
Able to work on own initiative under direction	E	A/I
Experience of working within an office environment	D	A/I
Skills/Knowledge:		
Experience of Microsoft Office (including Excel)	D	A/I/T
Excellent written and communication skills	E	A/I/T
Close attention to detail	E	A/I/T
Well organised	E	A/I/T
Able to plan and prioritise own workloads	E	A/I
Knowledge of administering databases	D	A/I
Qualities:		
Confident and approachable	E	I
Methodical	E	A/I
Committed and reliable	E	I
Flexible approach to work	E	A/I
Other Requirements:		
An understanding of Safeguarding of Children & Vulnerable Adults within the workplace	E	I
Full commitment to Equal Opportunities and anti-discriminatory working practices	E	I

E = Essential D = Desirable A = Application I = Interview T = Test

Produced by:	Jan Butler	Date Produced:	August 2018
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