

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	Trust HR Apprentice
JD Reference:	Meridian Trust 051
School/Academy:	Core Trust HR
Weeks:	52
Hours of work:	37
Salary:	Apprentice Rate
Responsible to:	PA to the Principal

Role:	Support the HR function in school.
Purpose of job:	To learn HR practices and tasks providing support to the HR officer. To be responsible specifically for certain aspects of the HR Function.

Responsibilities and Accountabilities:

Recruitment (under the guidance of the recruitment officer)

- Be responsible for all aspects of recruitment for the school as directed by the PA to the Principal
- Support at interview boards as appropriate
- Ensure that all the appropriate right to work checks are undertaken as directed by the PA
- Ensure that all onboarding paperwork, including employment contracts are completed for first day of employment
- Ensuring that the payroll tracker is completed in a timely fashion ready for the payroll officer to make the changes to payroll
- Support the PA with other recruitment campaigns

Organisational:

- Be responsible for the content of personnel files, ensuring the recruitment check list is completed by the recruiting person
- Chasing for documents where appropriate
- Setting up of personnel files
- Checking of current personnel files
- Responsible for the archiving of personnel recruitment paperwork and PF for leavers. Ensuring an archiving process is in place
- Supporting with photocopying and other filing as required

Data Recording: Sickness Absence and Annual Leave

- Record all staff sick absences and ensure regular check of the sick absence line
- Monitor the staff absence tracker and report on a bi-monthly basis any employees nearing a trigger breach (STS or LTS) to the relevant HR Officer
- Recording all further actions taken and file relevant paperwork



- Manage the annual leave platform (Appogee). Set up the process for end of year and start of year AL allowances. Ensure all new starters are updated on the system. Provide training to new staff

SIMS (if required)

- To assist with the setting up and maintenance of the SIMS platform for Core Trust. Under the guidance of the PA to the Principal

Project Work:

- Responsible for undertaking specific project work on areas of expertise, working with the PA to the Principal or Trust HR Manager

Other Tasks:

To provide cover and support when required to colleagues in the Core HR team

Support for School/Academy/Place of work:

- Participation in staff events by arrangement
- Attend Staff Meetings
- Contribute and participate in Trust events and activities where possible
- Develop and maintain effective working relationships with other staff and parents/carers
- Adhere to the Trust values
- Follow school policies, practices and procedures

Data security:

- Act following legal provisions regulating confidentiality and security of data and information under GDPR

Health and Safety:

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
- Co-operate with the Trust on all issues to do with Health, Safety & Welfare
- Work/operate all equipment within Health and Safety and other legal regulations, including risk assessments
- Physically able to undertake manual work and to perform tasks set out in this job description
- Contribute to the maintenance of a safe and healthy environment

Continuing Professional Development:

- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments related to school/academy/place of work efficiency, which may lead to improvements in the day-to-day running of the Trust
- Undertake any necessary and identified professional development taking full advantage of any relevant training and development available, particularly when related to the use of ICT, for data management and record keeping
- Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice

Child Protection and Safeguarding:



- The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder also has an implicit duty to promote the welfare of all children and young people
- To inform the Child Protection Officer of any issues relating to the safety and well-being of students

The post holder will undertake any other duties commensurate with the grade of the post, in consultation with line manager.

This job description is subject to review and may be changed following consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced check with the Disclosure & Barring Service.

Updated: April 2022

Person Specification: Trust HR Apprentice	Assessment Key: A = Application Form I = Interview
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Education and Qualification		Essential	Desirable	Assessment
1	Good educational background including GCSE or equivalent in English and Maths	✓		A
Experience		Essential	Desirable	Assessment
2	Moderate working knowledge of MS Office Packages including word & excel	✓		A/I
3	Experience of working within an educational or office environment		✓	A/I
Knowledge and understanding		Essential	Desirable	Assessment
4	Knowledge of the concept of confidentiality and GDPR	✓		I
5	Awareness of child protection issues	✓		I
Skills and abilities		Essential	Desirable	Assessment
6	Able to communicate effectively through use of telephone, writing, email or face to face	✓		I
7	Obtain and provide information in a courteous, succinct and accurate way	✓		I
8	High level of personal organisation skills	✓		I
9	Ability to contribute to team meetings and contribute ideas	✓		I
Personal Qualities		Essential	Desirable	Assessment



10	Commitment to completing the apprenticeship scheme	✓		I
11	High personal standards in terms of attendance, punctuality and organising workload	✓		!
12	Willingness to undergo further training and development	✓		I
13	Positive and enthusiastic approach towards work	✓		I
14	Ability to act on own initiative	✓		I
15	Professional approach when dealing with all issues and staff	✓		I
16	Ability to work as part of a team effectively	✓		I
Child Protection		Essential	Desirable	Assessment
17	Support the Academy policies on safeguarding and child protection	✓		A/I
Other		Essential	Desirable	Assessment
18	Flexibility of working hours	✓		A/I

