

# THE HOWARD PARTNERSHIP TRUST

## PARTNERSHIP HUMAN RESOURCES APPRENTICE

Grade	Job Title	Capsule job profile	Competencies	Qualifications, Training and Development
<p>£9,303pa pro rata (FTE £9,898pa)</p>	<p><b>Partnership Human Resources Apprentice</b></p> <p>36 hours per week/43 weeks per year</p> <p>Based at Howard of Effingham School</p> <p>Fixed-term contract for one year</p>	<p>To assist in providing an efficient administrative support service for the Human Resources (HR) Department across The Howard Partnership Trust (THPT).</p> <p>Directly responsible to the Partnership HR Manager.</p> <p>Directly responsible for no other staff members.</p> <p>Assigned to a mentor within the HR Department.</p> <p>Duties will include:</p> <ul style="list-style-type: none"> <li>• Under the supervision of the HR team provide administrative support and back up for all Personnel matters on a general basis</li> <li>• Maintain on a weekly basis personnel files and ensure filing systems are up-to-date, across THPT</li> <li>• Assist with the provision of a hospitality service for candidates and panels during the interview process</li> <li>• Assist in the co-ordination of an up-to-date Staff Handbook annually and update staff lists periodically throughout the year</li> <li>• Help to maintain the HR database and hard files in an orderly fashion to ensure accurate information is available at all times</li> <li>• Working with the HR Assistants provide a full administrative support service for the whole recruitment process for all staff from placing of adverts, recruitment monitoring, interview packs, through to issuing of starter paperwork and production of employment contracts. Ensure appropriate candidate information is distributed in a timely manner throughout the recruitment process</li> <li>• Update and maintain new starter information, ensuring all starter paperwork and record keeping is up to date. Assist with maintaining the employee database (SIMS) on a regular basis, create and run reports as requested</li> <li>• Provide administrative support for the HR Department for the induction of all staff, across THPT</li> <li>• Work on allocated projects including our Foreign Language Assistant Recruitment and induction</li> <li>• Raise accurate contracts, offer letters and amendments including instruction to payroll for review by a member of the HR team</li> </ul>	<p>THPT provides a supportive environment and its success is based on the quality of teamwork and personnel already working here. Personal skills and qualities are therefore of considerable importance.</p> <p>The following list is not exhaustive but is intended to clarify essential attributes required to perform this role:</p> <ul style="list-style-type: none"> <li>▪ Good inter-personal skills</li> <li>▪ Hardworking and committed</li> <li>▪ Proactive and adaptable</li> <li>▪ Punctual</li> <li>▪ Attention to detail</li> <li>▪ Good time management, well organised and able to prioritise workload, both individual and shared</li> <li>▪ Able to work under pressure and to deadlines</li> <li>▪ Able to work alone or in a team</li> <li>▪ Uphold and support THPT Policies and procedures on the Safeguarding of young people</li> </ul>	<p>Solid general education to 'GCSE' level.</p> <p>Proficient in the use of Microsoft Office to include Word, Excel and Outlook.</p> <p>Post holder should demonstrate a commitment to on-going professional development.</p> <p>Training and development may include:</p> <ul style="list-style-type: none"> <li>• Induction Training</li> <li>• On Job Training</li> <li>• Familiarisation with THPT policies and practice</li> <li>• Support Staff Performance Management Programme</li> <li>• Safeguarding Training</li> <li>• SIMS</li> </ul> <p>The successful candidate will be subject to a satisfactory enhanced Disclosure from the Disclosure and Barring Service (DBS).</p> <p>THPT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>

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		<ul style="list-style-type: none"><li>• Ensure all employee references are obtained and verified for all new Teaching and Support members of staff</li><li>• Co-ordinate and maintain accurate DBS processing and maintenance of all associated records, such as references taking into account safeguarding procedures</li><li>• Deal with all incoming telephone calls and queries in a polite and timely manner</li><li>• Perform other reasonable duties as requested by senior management</li><li>• Answer the phone in the HR Department in a timely manner when required and if necessary take accurate messages</li><li>• Be pro-active in matters relating to health and safety</li><li>• Support aims and ethos of THPT, setting a good example in terms of dress, behaviour, punctuality and attendance</li></ul>		
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