



Changing Lives Learning Trust

RESPECT · RESILIENCE · ACHIEVEMENT · OPPORTUNITY

JOB PROFILE

POST TITLE:	Apprentice Human Resources Assistant
JOB PURPOSE	Under the supervision of the HR team to work towards the HR Support Level 3 apprenticeship and gain hands-on experience in a busy HR department learning a range of tasks.
GRADE:	National Apprentice Rates
RESPONSIBLE TO:	Human Resources Manager

This apprenticeship is fully work based for 18 months plus the end point assessment. Full details of the course can be found here: <https://www.lcwc.ac.uk/wp-content/uploads/2022/05/Business-Administrator-Level-3-ST0070.pdf>. Following completion of this apprenticeship you will be support to undertake professional CIPD HR qualifications.

This is an all-year round varied role and no two days will be the same. It is an excellent opportunity for an individual looking to develop a career in HR in an education setting, working with experienced HR practitioners. The apprenticeship programme is centred around key HR systems, policies and processes to ensure the knowledge, skills and behaviours you learn and develop are relevant to your role, enabling you to implement compliant and customer focused HR practices to support our schools.

MAIN DUTIES AND RESPONSIBILITIES

- Liaise with schools within the Trust, via the Trust HR inboxes, by phone and in person; responding to queries and actioning requests
- Provide support on HR processes including recruitment, advertising, conducting pre-employment checks in accordance with Safer Recruitment requirements
- General HR administration including maintain the Single Central Record
- Maintain employee records in a variety of records
- Liaise with schools and payroll ensuring documents are correctly processed and approved and that queries are resolved within given deadlines
- Work with the wider HR team on other HR initiatives
- Provide and promoting service excellence and relationships with key stakeholders
- Communicate sensitively with a wide range of people
- Maintain information in a confidential manner, following data protection regulations and ensuring HR records are GDPR compliant



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General

- Comply and assist with the development of policies and procedures relating to health, safety, data protection and confidentiality, reporting all concerns to an appropriate person.
- To adhere to the Trust/academy Health and Safety Policy including risk assessment and safety systems.
- Participate in training opportunities and professional development as required.
- Support the Trust's academies at events as and when required.
- Develop constructive relationships and communicate with other agencies/professionals.
- Contribute ideas on new and innovative business opportunities that could improve the effective functioning of the Trust.

Trust

All Multi Academy Trust staff are expected to:

- Undertake other such reasonable duties as may be required from time to time.
- Work towards and support the Sponsors' and CEO's vision and the objectives of Development Plans.
- Support and contribute to the MAT's responsibility for safeguarding students.
- Work within the MAT's Health and Safety policy to ensure a safe working environment for staff, students and visitors.
- Work within the MAT's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with students, parents, colleagues, Members, Trustees and members of Local Governing Boards at all times.
- Actively engage in the MAT's performance management process and take responsibility for their own professional development.
- Adhere to MAT policies and procedures as set out in the staff handbook and other guidance documentation which is available to all staff via the trust networks.

This job description should be seen as enabling rather than restrictive and may be subject to regular review to reflect the changing priorities and objectives of the annual MAT Development Plan.

All staff of the MAT are expected to comply with any reasonable request from a leader to undertake work of a similar level and/or type that it is not specified in this job description.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications		
GCSE's in English and Maths, grade 4 or above	Y	
Good numeracy and literacy skills	Y	
Experience		
General administrative experience		Y
Knowledge		
Effective use of ICT packages	Y	
Good keyboard skills	Y	
Knowledge of word processing, spreadsheets and data handling		Y
Skills		
High level of accuracy and attention to detail	Y	
Excellent organisational skills in order to manage workload to meet conflicting deadlines	Y	
Strong written and verbal communication skills	Y	
Excellent interpersonal and communication skills	Y	
Ability to learn and use various software systems		Y
Self-motivated and able to work on own initiative	Y	
Work constructively as part of a team, understand school roles & responsibilities and your own position within these		Y
Ability to identify own training and developmental needs and cooperate with addressing these	Y	
Participation in development and training opportunities		Y
Special Circumstances		
Able to maintain strict confidentiality	Y	
Occasional attendance to meetings outside normal hours	Y	

Signed: _____ Date: _____

Print name: _____