

Job Description

Job Title	HR Support Apprentice (Level 3)
Grade/Salary	National apprenticeship salary
Reporting to	HR & People Manager

Job Purpose

To provide effective administrative support to the HR team across a range of HR functions. This includes recruitment, onboarding, training, employee relations, HR systems, and general HR administration, while working towards achieving the Level 3 HR Support Apprenticeship qualification.

Key Responsibilities and Accountabilities

Key Duties and Responsibilities

HR Administration

- Assist in maintaining employee records, ensuring accuracy and confidentiality.
- Support the preparation of HR documents such as contracts, offer letters, and reference requests.
- Help maintain and update the HR information system
- Respond to queries from schools in relation to basic HR issues

Recruitment & Onboarding

- Post job adverts on job boards and trust website.
- Support in shortlisting candidates and scheduling interviews.
- Support with pre-employment checks and reviewing the Single Central Record
- Help with onboarding tasks including preparing induction packs, coordinating induction sessions, and new starter paperwork.

Employee Support

- Process changes such as promotions, transfers, leavers, etc.
- Maintain absence records and support sickness/leave tracking.

Training & Development

- Assist in coordinating internal and external training.
- Maintain training records and help evaluate learning effectiveness.
- Support compliance with mandatory training requirements.

HR Policies and Procedures

- Support communication of HR policies and ensure these are accessible to staff.
- Assist in monitoring compliance with Trust procedures.

Projects and Continuous Improvement

- Participate in HR improvement projects and initiatives.
- Assist in gathering data for reports and metrics to support HR planning and decision-making.

Performance Management and Review

- Objectives and professional development plans will be balanced between the Trust, personal and school-focused objectives and will be formally agreed with your line manager at the start of the review period. Ongoing support and monitoring will be provided through regular 1:1s, peer support, and external mentoring or CPD where required;
- The annual performance management process will be used to assess performance against agreed objectives and professional development plans in accordance with the Trust Policy.

Other Duties and Responsibilities

- Promote high standards of personal professional conduct in accordance with the Trust Employee Code of Conduct;
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, data protection and confidentiality, reporting all concerns to an appropriate person;
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall vision and values of the Trust
- Appreciate and support the role of other professionals;
- Work effectively as part of team;
- Be prepared to provide additional support to the Central Trust or other schools of the Trust if required.
- Attend and participate in relevant meetings, as required;
- Participate in training and other learning activities and performance development as required;
- Treat all users of the Trust and it's school with courtesy and consideration;
- Present a positive personal image, contributing to a welcoming work environment which supports equal opportunities for all;
- Be proactive in seeking appropriate advice and guidance where required;

The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

Person Specification

			Assessed by:	
No.	Categories	Essential or Desirable	App Form	Interview or Task
Qualifications				
1.	5 GCSE's including English and Mathematics at Grade C/4 or above, or equivalent, or willingness to work towards.	E	✓	
Experience				
2.	Good IT skills, especially MS Office products (e.g. word, excel, outlook etc.).	E	✓	✓
3.	Previous experience in an administrative or customer service role	D	✓	✓
4.	Experience of effective team working and relationship building.	D	✓	✓
Abilities, Skills and Knowledge				
5.	Strong attention to detail and organisational skills.	E	✓	✓
6.	Excellent communication and interpersonal skills	E	✓	✓
7.	Ability to handle sensitive information confidentially	E	✓	✓
8.	Willingness to learn and develop within the HR field	E	✓	✓
9.	Interest in a career in Human Resources	E	✓	✓
Personal Qualities				
10.	Suitable to work with children and young people.	E	✓	✓
11.	Resilience and high personal standards.	E	✓	✓
12.	Flexibility with a willingness to support and contribute to school/Trust events as required.	E	✓	✓
13.	Positive attitude to work and to working with others.	E	✓	✓