

JOB DESCRIPTION

TITLE OF POST Human Resources (HR) Apprentice

LINE MANAGER Senior HR Advisor

PURPOSE OF THE POST

As a member of the Human Resources Team you will assist with the day to day HR administrative work of the team. This will involve liaising with staff and leaders across the schools within the Multi Academy Trust.

SPECIFIC RESPONSIBILITIES

- Manage the recruitment mailbox
- Support with the recruitment processes within school, which includes sending letters, arranging interviews and supporting the process.
- Undertake administrative work to support the team such as typing, inputting data, filing and taking notes.
- Ensure that information is kept up to date around sickness absences, new starter checks etc and that management information can be produced when required.
- Support a range of HR projects.
- Provide support to other schools as and when required.

You will combine work experience and studying to undertake a HR related qualification within a set timeframe.

Good communication skills both verbal and written are essential along with good attention to detail and an enthusiastic and ambitious attitude.

ADDITIONAL INFORMATION

- To adhere to school confidentiality practices.
- As part of your wider duties and responsibilities you are required to promote and actively support the School's responsibilities towards safeguarding.
- The postholder is required to have a good knowledge and understanding of the General Data Protection Regulation (GDPR) and a willingness and commitment to ensure compliance of this regulation and any associated data-related legislation.
- This post is subject to an Enhanced Disclosure and Barring Service Check for Regulated Activity.