

**Northern Education Trust - Job Description**

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| **Job Title:** | Apprentice HR Administrator | | |
| **Base:** | North Shore Academy | | |
| **Reports to:** | HR Manager | **Grade:** | Apprentice NMW |
| **Service responsibility:** | Human Resources | **Salary:** | £3.70 per hour (in first year)  NMW (in second year) |
| **Additional:** | Regular travel will be required. | **Term:** | Fixed Term |

**JOB PURPOSE**

* To support the provision of Human Resources e.g. HR advice, recruitment, training and development, and HR Administration; handling queries and providing advice, producing HR documentation and working on a range of HR processes using HR systems to record and provide information.
* To study and achieve the HR Support Apprenticeship – Level 3 or HR Consultant/Partner Apprenticeship – Level 5 (dependent on qualifications.)
* To learn and receive training in the required skills and knowledge over the term of the apprenticeship to then be able, with the support and supervision of an HR Manager, to undertake the full range of duties listed below:

**JOB SUMMARY**

1. Providing support and assistance to managers on a range of HR issues e.g. recruitment, attendance management, discipline, grievance, performance management, organisational change, HR data and information, training and development and Trust policies, procedures and terms and conditions of employment.
2. Preparing reports and HR management information.
3. Carrying out HR administration, maintaining and issuing employment documentation using My Service (the Trust’s recruitment and payroll system).
4. Preparing and supporting the development of HR policies and procedures and training and development materials.
5. Attending meetings and taking formal notes.
6. Building effective, professional working relationships with managers and colleagues.
7. Demonstrating a commitment to developing personal skills in accordance with the apprenticeship standard.
8. Meeting deadlines associated with progression through the full apprenticeship standard.
9. Completing assignments and projects which relate to the apprenticeship standard in line with target dates.
10. Treating all HR information, whether held in electronic or manual files in a confidential manner.
11. To demonstrate a commitment to developing personal skills in accordance with the apprentice framework.
12. To meet deadlines associated to progression through the full apprenticeship period.
13. To complete assignments/projects which relate to the apprenticeship framework to meet target dates.
14. Complying with the Trust’s requirements and security standards in relation to the management of records and information; respect the privacy of personal information held by the Trust and use information only for authorised purposes.
15. Carrying out duties with full regard to the Trust’s Equality policies, Code of Conduct and all other Trust policies.
16. Complying with the Trust’s Health and Safety policy, rules and regulations and with Health and Safety legislation.

**General**

1. To participate in wider Trust meetings and working groups as required

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed: …………………………………… Date: ……………………………….