

**Newcastle City Council**  
**Job Description**



**Post Title:** Employee Services Apprentice

**Grade:** National Minimum Wage

**Job Purpose:** To support Employee Services providing HR admin, payroll and pension services across the Council, schools and other organisations.

To complete an apprenticeship in Business Administration

**Main Duties:** The following list is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. To assist in the production of letters, reports and presentations on behalf of Employee Services.
2. To deal with enquiries in line with laid down procedures and protocols.
3. To assist in processing all recruitment and selection documentation and updating and maintaining payroll records.
4. To assist in dealing with enquiries and working on the North East adverting portal, inviting candidates to interview and requesting references, using both email and electronic systems.
5. To attend training courses and complete all required work within target timescales as set out within individual learning plans, reviews, college timetables and tutor instructions.
6. To attend period reviews and report learning progress
7. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery