

Northern Education Trust - Job Description

Job Title:	Apprentice HR Administrator		
Base:	North Shore Academy		
Reports to:	HR Manager	Grade:	Apprentice NMW
Service responsibility:	Human Resources	Salary:	£3.90 per hour (in first year) NMW (in second year)
Additional:		Term:	Fixed Term, duration of apprenticeship

JOB PURPOSE

- To support the HR function.
- To study and achieve the HR Support Apprenticeship – Level 3 or HR Consultant/Partner Apprenticeship – Level 5 (dependent on qualifications.)
- Undergo training to gain required skills and knowledge over the term of the apprenticeship to then be able, with the support and supervision of the HR Manager, to undertake the full range of duties listed below:

JOB SUMMARY

1. Providing general support and assistance to the HR team.
2. Format and edit reports.
3. Carrying out HR administration, maintaining and issuing employment documentation.
4. Acting as a minute taker at formal meetings.
5. Building effective, professional working relationships with managers and colleagues.
6. Demonstrating a commitment to developing personal skills in accordance with the apprenticeship standard.
7. Meeting deadlines associated with progression through the full apprenticeship standard.
8. Completing assignments and projects which relate to the apprenticeship standard in line with target dates.
9. Treating all HR information, whether held in electronic or manual files in a confidential manner.
10. 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.
11. Carrying out duties with full regard to the Trust's Equality policies, Code of Conduct, GDPR and all other Trust policies.

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: