

JOHN LEGGOTT COLLEGE



JOB DESCRIPTION

JOB TITLE: HR Apprentice

REPORTS TO: HR Manager

WORK PATTERN: Full Time (37 hours per week) all year round

CONTRACT: For duration of apprenticeship approx. 15 months

SALARY: £12,000 per annum

Purpose of the Role

The role will involve supporting the HR team with all aspects of HR administration to ensure delivery of a first class and efficient HR service across the college.

The successful candidate will undertake an appropriate Apprenticeship qualification, applying the skills and knowledge gained within their role.

Key Responsibilities

1. Providing administrative support to the team on all HR matters to a high standard and within agreed timescales.
2. Assisting with straightforward HR queries and provision of basic advice where appropriate.
3. Preparing basic letters and forms using system templates.
4. Supporting the HR Administrator with onboarding and induction arrangements.
5. Providing assistance with course bookings and arrangements for internal training.
6. Assisting with collation of data for payroll.
7. Inputting and maintenance of data on the HR System, ensuring that all employee records are accurate and up to date.
8. Attendance at meetings as note taker; typing up notes in a timely and accurate manner.
9. Providing administrative support with all aspects of the recruitment process.
10. Undertake an appropriate Apprenticeship qualification and apply learnings and best practice to the role.
11. Prioritising own workload to ensure that objectives are met.

In addition to the above-mentioned attributes the successful candidate will be expected to:

- 1 To support effective safeguarding of all young people throughout the College.

- 2 To attend as necessary, meetings of all College Staff.
- 3 To adhere to College policies and procedures e.g. Equality and Diversity; Health and Safety.
- 4 To undertake any such other duties as may be required, commensurate with the post which does not change the character or purpose of the post which are necessary to maintain outstanding standards.

The job description is an outline of the key tasks and responsibilities and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the College, as well as the personal development needs of the post holder.

We strive for equality throughout the college and positively encourage applications from all sections of the community. The College has a strong commitment to safeguarding and promoting the welfare of young people and vulnerable adults and all appointments are subject to an enhanced DBS clearance.

Employee signature: Date:

Line manager signature: Date:

**PERSON SPECIFICATION
HR APPRENTICE**

ATTRIBUTES	CRITERIA	Essential /Desirable	ASSESSMENT METHOD(S)
QUALIFICATIONS & AWARDS	<ul style="list-style-type: none"> GCSE Maths and English or equivalent 	E	A, C
PERSONAL QUALITIES, KNOWLEDGE & EXPERIENCE	<ul style="list-style-type: none"> The ability to present ideas and information clearly, concisely and accurately both verbally and in writing. Knowledge / experience of the Further Education sector Excellent time management with the ability to work under pressure when required Ability to manage work load and prioritise Ability to think creatively Ability to work occasional evening or weekends High level of Customer Service Skills with a good phone manner. Ability to think through a process or project and improve it. Knowledge of the General Data Protection Regulations (GDPR) Experience of working within a team. Ability to work flexibly and effectively with a range of colleagues and managers High levels of accuracy and attention to detail 	E D E E E D E D E E	A,T, I A, I A, T, I A, T, I A, I A, I A, T, I A, I A, I A, I A, T, I
ADDITIONAL FACTORS	<ul style="list-style-type: none"> Ability to work independently and cohesively as part of a team Undertake training and development as may be identified as essential to the role Ability to communicate effectively - both written and verbal Commitment to equality and diversity initiatives, anti-discriminatory practice and safeguarding Suitability to work with children and young adults 	E E E E E	A, I A, I A, T, I A, I A, DBS

PERSON SPECIFICATION – HR APPRETICE

The Person Specification details the principal skills and personal attributes the post holder must possess and actively demonstrate in order to effectively fulfil the role. The criteria are ranked as 'essential' and 'desirable' and your application form should demonstrate how you meet each individual criterion and possess the key skills relevant to the job.

The ranking of criteria on the employee specification can be explained as follows:

Essential - The successful candidate must meet the essential criteria in full on the first day of commencing in post, in order to be able to effectively fulfil the role to which he/she has been appointed.

Desirable - The post holder needs to meet the desirable criteria to fulfil the role on a longer-term, permanent basis. The successful candidate would be expected to develop his/her skills and knowledge within an agreed timescale (usually within six to twelve months of his/her start date) to meet the desirable criteria in full, if they are unable to demonstrate they meet these criteria at short-listing and interview stage.

Criteria will be measured through a number of methods, the key to which is as follows:

- A = Application**
- I = Interview**
- T = Test**
- C = Certificates**
- R = References**
- DBS = Disclosure & Barring Service**

These letters are used in the 'assessment method(s)' column on the employee specification to identify to you the combination of methods we will use to assess you against the requirements of the position for which you are applying. In the first instance your application form will be used to determine the extent to which you meet the criteria for the role and will inform our short-listing decisions.

Where criteria are to be identified through the interview and/or test(s), these may involve scenario-based or hypothetical questions and a combination of written exercises, literacy and/or numeracy assessments, presentations, and any other practical assessments relevant to the role.