



David Ross Education Trust
Broadening Horizons

JOB DESCRIPTION

Job Title:

HR Apprentice

Location:

Head Office, Loughborough

Job Purpose:

The post holder will work with a team of HR professionals to provide general and HR administrative support at Head Office and to our academies.

The successful applicant will be expected to undertake a variety of administrative duties both independently and under supervision to ensure that we are meeting statutory safeguarding requirements and regulations.

The role provides a fantastic opportunity to work and learn from a professional and diverse HR team and gain experience in a range of HR functions, including recruitment and selection, Induction, contract of employment administration and health and well-being initiatives.

Background:

The David Ross Education Trust (DRET) is a network of academies with a geographical focus on Northamptonshire, Leicestershire, Lincolnshire, Yorkshire/Humberside and London.

Our aim is to be the country's leading academy chain, committed to delivering the highest educational standards alongside an unrivalled package of sporting and cultural enrichment.

Reporting To:

HR Shared Services Team Leader

Grade:

National Apprenticeship Wage

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

MAIN DUTIES AND RESPONSIBILITIES

- ★ Create offer packs, contracts of employments, change to contract letters and leaver letters.
- ★ Administer all new starter paperwork such as pre-employment checks and references.
- ★ Create new starter personal file and ensure these are set up legally and kept up to date, in line with GDPR regulations.
- ★ Transfer leaver files to archive.
- ★ Ensure all Right to Work details are up to date and meet statutory regulations.
- ★ Help to manage the HR Enquires and Recruitment inboxes.
- ★ Ensure the maintenance of employee records, ensuring complete accuracy and confidentiality.
- ★ Undertake general administrative duties in the HR office including copying, filing, archiving of documents as required.
- ★ Assist in the efficient running of the HR office by answering the telephone and being the first point of contact, providing a high level of customer service and dealing with enquiries or taking messages as appropriate.
- ★ Assist with HR project teams as required, including the Trust well-being initiative and assist in the implementation and promotion of the well-being initiative across the Trust.
- ★ Attend to ad hoc requests from the HR team in a timely and polite manner.
- ★ Contribute to the development of the HR team by attending and participating in weekly update and monthly team meetings in order to support the work of the team in meeting its quality standards, targets and business objectives.
- ★ Promote and maintain a positive image of the Trust and the work that is carried out across our academies.
- ★ Comply with all legislative and regulatory requirements relating to HR policies and procedures.
- ★ To work within, comply with and promote Trust and statutory policies and procedures relating to safeguarding, child protection, health, safety and security, equal opportunities, confidentiality and data protection, and attend mandatory training as required.
- ★ Carry out any other reasonable duties within the overall function, in particular supporting all administrative functions in the HR office, commensurate with the grading and level of responsibility of the job.

OTHER

- ★ You will be mentored by members of the HR team.
- ★ Apprentice Scheme - Business Administration (Level 3) will be undertaken as part of the role
- ★ Support will be provided from your mentor and your training provider to fulfil the requirements of the apprenticeship scheme with one day per week given for training with the relevant provider.

FURTHER PROSPECTS

- ★ The successful candidate can expect future employment and progression upon completion of their Apprenticeship.
- ★ You may be supported to work towards additional qualifications and potential progression to a higher level of apprenticeship.

PERSON SPECIFICATION

Your application will be reviewed against the essential and desirable criteria listed below.

Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 - Application
- 2 - Test/Presentation
- 3 - Interview

	Essential	Desirable	Assessed
Qualifications and Professional Development			
★ Educated to at least GCSE level, with passes at Grade 4/C or above in English and Mathematics	✓		Application
★ Willingness to work towards HR related qualification	✓		Application/Interview
Skills, Knowledge and Experience			
★ Good IT skills; ability to use Microsoft Office packages including Word, Excel and Outlook. Training will also be given	✓		Application/Interview
★ Excellent relationship building skills	✓		Application/Interview
★ High level of attention to detail and high level of accuracy	✓		Application/Interview
★ Strong written and verbal communication skills	✓		Application/Interview
★ Excellent interpersonal and communications skills, in person, by telephone and in email	✓		Application/Interview
★ Excellent time management and organisational skills, has the ability to manage multiple tasks and prioritise own workload	✓		Application/Interview
★ Knowledge of administering databases		✓	Application/Interview
★ Knowledge of data protection, safeguarding and confidentiality issues		✓	Application/Interview
★ Experience of working within an Administration team in an office		✓	Application/Interview

environment, knowledge of a range of administrative procedures, including use of relevant ICT and office equipment			
Personal Qualities and Ethos			
★ A polite, friendly and professional manner	✓		Application/Interview
★ Driven and self-motivated	✓		Application/Interview
★ Confident and approachable	✓		Application/Interview
★ Excellent customer service skills	✓		Application/Interview
★ Effective team player	✓		Application/Interview
★ Committed and reliable	✓		Application/Interview
★ Positive and flexible approach to work	✓		Application Interview
★ Able to maintain the strictest confidentiality and integrity at all times.	✓		Application/Interview
★ Desire to complete further qualifications and progress within the Trust		✓	Application/Interview
Equal Opportunities			
★ A commitment to promoting equality and diversity, providing an inclusive and co-operative environment in which all students and individuals working for and on behalf of the organisation feel respected and able to give of their best.	✓		
Safeguarding			
★ Committed to promoting the welfare of all children and creating a safe environment in which children can learn; considering, at all times, what is in the best interests of the child.	✓		
★ Play an important part in the wider safeguarding of children - identifying concerns, sharing information and taking prompt action to safeguard and protect them.	✓		
★ Aware that the Trust will take all steps to prevent those who pose a risk of harm from working with children. Recruitment procedures ensure rigour in identifying and rejecting people who might abuse children.	✓		

Health and Safety			
★ Aware of Health & Safety and Safeguarding as appropriate to role	✓		

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This Job Description is current at the time of printing but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

The David Ross Education Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo vetting appropriate to the post, including a social media presence check and Enhanced DBS check. The successful applicant will be expected to adhere to all safeguarding, welfare and health and safety policies and procedures of the Trust.

All pre-employment checks are in line with "Keeping Children Safe in Education" statutory guidance.