



### Part A - Grade & Structure Information

<b>Job Family Code</b>	<b>1/2BF</b>	<b>Role Title</b>	<b>HR Apprentice</b>
<b>Grade</b>	<b>P1/2</b>	<b>Reports to (role title)</b>	<b>HR Partner</b>
<b>JE Band</b>	<b>98-113</b>	<b>School</b>	<b>The Howard Partnership Trust</b>
		<b>Date Role Profile created</b>	<b>September 2021</b>

### Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. THPT reserves the right to review and amend the job families on a regular basis.

<b>Role Purpose</b> including key outputs	<p>Assist the HR team in providing administrative support and back up for all HR and payroll matters on a general basis.</p> <p>Maintain the HR databases and files in an orderly fashion to ensure accurate information is always available.</p> <p>Working with the HR Assistants to provide a full administrative support service for the whole recruitment process for all staff from placing of adverts, recruitment monitoring, interview packs, through to issuing of starter paperwork and production of employment contracts and other documents relating to employment.</p>
<b>THPT Work Context and Generic Responsibilities</b>	<p>Maintain confidentiality in and outside of the workplace.</p> <p>Be pro-active in matters relating to health and safety and report accidents as required.</p> <p>Support aims and ethos of the Trust, setting a good example in terms of dress, behaviour, punctuality and attendance.</p> <p>Uphold and support the Trust's Policies and procedures on the Safeguarding of young people.</p>
<b>Line management responsibility</b> if applicable	N/A
<b>Budget responsibility</b> if applicable	N/A

<p><b>Representative Accountabilities</b> Typical accountabilities in roles at this level in this job family</p>	<p><b>Analysis, Reporting &amp; Documentation</b></p> <ul style="list-style-type: none"> <li>• Carry out simple and repetitive tasks such as data input, sorting/distributing mail, photocopying and filing.</li> <li>• Prepare pro-forma correspondence for approval by others before dispatch.</li> </ul> <p><b>Service Delivery</b></p> <ul style="list-style-type: none"> <li>• Assist team members with simple administrative and/or support activities to contribute to the smooth running of the work unit.</li> </ul> <p><b>Planning &amp; Organising</b></p> <ul style="list-style-type: none"> <li>• Make simple arrangements and bookings under detailed instructions, help prepare straightforward materials to assist in the effective organisation of internal/external activities.</li> </ul> <p><b>Work with others</b></p> <ul style="list-style-type: none"> <li>• May receive visitors and action basic enquiries in a courteous manner to promote a positive image of the work unit.</li> </ul> <p><b>Duties for all</b>  Values: To uphold the values and behaviours of the organisation.  Equality &amp; Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.  Health, Safety &amp; Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.  To have regard to and comply with safeguarding policy and procedure as appropriate.</p>
<p><b>Education, Knowledge, Skills &amp; Abilities, Experience and Personal Characteristics</b></p>	<ul style="list-style-type: none"> <li>• Basic numeracy and literacy with potential for further study where appropriate.</li> <li>• Ability to understand basic Health and Safety procedures and the principles of equality and diversity.</li> <li>• Familiarity with standard office software packages.</li> <li>• Ability to operate simple office equipment.</li> <li>• Good listening skills and enthusiasm to learn.</li> <li>• Accuracy and ability to follow instructions.</li> <li>• Ability to exchange basic information verbally or in writing.</li> <li>• Basic IT skills.</li> </ul>
<p><b>Details of the specific qualifications and/or experience if required for the role in line with the above description</b></p>	<p>The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS).  THPT is committed to the safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>
<p><b>Role Summary</b></p>	<p>Roles at this level typically work as part of a team performing routine administrative duties to support service users and/or other members of their team. They will usually have little prior knowledge or experience and will be interested in pursuing a career within the organisation. Tasks are generally straightforward within established routines and procedures and</p>

	<p>under regular or direct supervision. Work is typically to short deadlines therefore there is little or no need to plan or prioritise work. They are given the opportunity to learn about a range of administrative procedures, developing capabilities through learning on the job and/or formal study.</p>
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