

The Keys Academy Trust

Job title	HR Apprentice
Employer	The Keys Academy Trust
Responsible to	HR Manager
Employment status	Fixed term for 18 months; full time (term-time only), with the expectation to work across schools within the Trust
Grade/Scale/Salary	L3 Apprenticeship: £8.00/hour for the first 12 months. For successful applicants aged 19 or over who have completed their first 12 months, they will be paid at National Minimum Wage or National Living Wage for their age.
Hours of work	Full time, term time only 18-month duration for apprenticeship (includes on-site and college attendance)

Safeguarding statement

We take our safeguarding responsibilities very seriously, and we work hard to make sure our school has effective safeguarding systems in place. We expect everyone working in the school to share a common objective to help keep children and young people safe by contributing to the following:

- Providing a safe environment for children and young people to learn in.
- Identifying children and young people who are likely to suffer significant harm and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting.

Main job purpose

As an HR Apprentice, you will play a key role in supporting the smooth and efficient running of the organisation's people processes. This is a hands-on learning role where you will develop essential HR, administrative, organisational, and communication skills while working towards a recognised CIPD qualification.

Key responsibilities

- Supporting the onboarding process for new starters, including preparing contracts and employment documentation.
- Maintaining accurate employee records and ensuring HR systems are kept up to date.
- Assisting with Right to Work checks and other pre-employment compliance activities.
- Supporting recruitment activities, including posting vacancies, screening applications, and arranging interviews.
- Responding to employee queries and directing them to the appropriate HR contact where required.
- Assisting with absence management administration, including maintaining records and documentation.
- Supporting payroll processes by providing accurate employee information and assisting with payroll-related queries.
- Preparing HR correspondence, letters, and documentation in line with company policies.
- Helping to coordinate employee training, development activities, and inductions.
- Ensuring compliance with employment legislation, company policies, and GDPR requirements.
- Assisting with employee engagement initiatives and wellbeing activities.
- Providing general administrative support to the HR team and wider business.

Organisation Chart: TKAT Central Team



Job Description

1. Recruitment

- 1.1 Administer recruitment processes.
- 1.2 Prepare recruitment documentation.
- 1.3 Arrange interviews.
- 1.4 Process appointment paperwork.
- 1.5 Complete pre-employment checks including references, DBS and right to work.
- 1.6 Ensure clear handover and liaison with the Operations Manager for in-school onboarding.

2. Employee records

- 2.1 Maintain confidential personnel files.
- 2.2 Update HR systems.
- 2.3 Process contractual changes.
- 2.4 Ensure records remain compliant.
- 2.5 Administer flexible working requests.
- 2.6 To maintain and manage staff absence records.

3. Payroll support

- 3.1 Prepare payroll variation forms.
- 3.2 Process starters and leavers.
- 3.3 Liaise with payroll providers.

4. HR administration

- 4.1 Prepare HR correspondence.
- 4.2 Arrange meetings (and lead/attend agreed meetings), e.g. sickness absence and return to work.
- 4.3 Take confidential notes where required.
Manage queries from staff regarding HR.

5. Compliance

- 5.1 Ensure safer recruitment records remain compliant.
- 5.2 Update the Single Central Record information on direction of the Operations Manager.
- 5.3 Support employment legislation compliance.

6. Communication

- 6.1 Maintain effective relationships with Trust central teams, school staff and parents.
- 6.2 Liaise with external agencies.
- 6.3 Promote excellent customer service for staff and visitors.

7. Supporting the wider work of the school

- 7.1 Actively support the school's and Trust's equal opportunity policies, and ensure that all pupils have equal access to opportunities to learn and develop.
- 7.2 Attend relevant meetings (including Finance meetings and staff meetings) and carry out any other relevant administrative tasks as directed by a line manager.
- 7.3 Take responsibility in developing own continuing professional development.
- 7.4 Actively contribute to the SEF and SIP, making meaningful and considered suggestions in areas where the school requires them most.
- 7.5 Work, as required, with the SLT and be a positive and proactive advocate of the school's continued progress

and success.

8. General

- 8.1 Undertake other duties appropriate to the grade of the post, as allocated by the SLT or TKAT central team.
- 8.2 Maintain confidentiality at all times.
- 8.3 Set a good example in terms of dress, punctuality and attendance.
- 8.4 Safeguard the welfare of all pupils and staff.
- 8.5 Support the wider life of the school.

Person Specification

Key:

- E = Essential; D = Desirable; MOA = Method of Application.
- A = Application; I = Interview and assessment; R = Reference; C = Certificate.

Qualifications and Training	E	D	MOA
GCSE English and Maths Grade 4/C or above.	X		A/C
Valid UK driving licence.	X		A/I
Safeguarding training.		X	A/I
Skills / abilities	E	D	MOA
Excellent communication and interpersonal skills and an ability to develop and maintain effective working relationships.	X		A/I/R
Maintain confidentiality at all times, including the ability to handle sensitive and confidential information professionally.	X		A/I/R
Ability to use technology such as MS Office and other online systems.	X		A/I/R
Experience	E	D	MOA
Able to demonstrate good educational standard and/or relevant work experience.	X		A/C
Personal qualities	E	D	MOA
Ability to work constructively as part of a team.	X		A/I/R
Calm under pressure, adaptable and energetic.	X		A/I/R
A kind, warm and caring person.	X		A/I/R
A sense of responsibility and purpose.	X		A/I/R
Good organisation skills, attention to detail.	X		A/I/R
A good sense of humour and a positive outlook on life and challenges.	X		A/I/R
Flexibility and use of initiative.	X		A/I/R
Aptitude which supports evidence-based decision making.	X		A/I/R
Other work requirements	E	D	MOA
A commitment to safeguarding and promoting the welfare of all pupils and the willingness to undertake appropriate child protection training when required.	X		A/I/R
Committed to equality of opportunity.	X		A/I/R
Suitability to work with children.	X		A/I/R
Participate in training and development activities.	X		A/I/R
Understanding of the wider community and willingness to engage with out-of-school activities (e.g. school fayres).	X		A/I/R
Prepare to travel to schools within the Trust.	X		A/I