

## **JOB DESCRIPTION**

*(as at July 2019)*

**Job Title:** **Apprentice Administrator - HR**

**Responsible to:** **HR Manager**

**Functional Liaison with:**

**Main Purpose:** To be the first point of contact to welcome employees in the HR office and assist the HR Manager and HR Advisors with employee related enquiries, on-boarding, HR Admin requirements and other casework related support. The role will support the college in attracting, developing and retaining a high performing workforce, which supports the College's strategic aims and ensures expert advice and support on all HR matters.

**Grade: S2**

### **Main Duties and Responsibilities**

*The following duties are not shown in order of priority or frequency, nor is the list comprehensive, but rather an indication of the type and level of duties expected of the post.*

- Support HR Manager & HR Advisors in collation of information and data required for reports as and when necessary.
- Build good relationships with all employees and Managers.
- Act as a note taker during formal meetings for HR Manager, HR Advisors and managers where appropriate.
- Arrange and support the process for new starters Inductions
- Administration of DBS checks and all pre-employment checks, including referencing and contract issue.
- General administration support for the whole HR team.
- Support general administration on the entire lifecycle of an employee, from new employee to leaver status.
- Ensure that the College's Single Central Record is compliant
- Ensure Safeguarding procedures are followed accordingly.
- Review and develop HR administrative services.
- Provide good customer service to internal and external customers

**Conditions of Service**

1. New appointments to the College are subject to a twelve month probationary period.
2. This College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.
3. The job description is current at the date shown; it may change from time to time in negotiation with the post holder.

**Person Specification**

<b><u>Essential</u></b>	<b><u>Desirable</u></b>	<b><u>Evidence</u></b>
<p><b><u>Qualification:</u></b></p> <p>Relevant GCSE or equivalent</p> <p><b><u>Knowledge/Skills</u></b></p> <p>Excellent organisational Skills Methodical working Good communication skills, verbal and written Resilient with ability to work to tight deadlines.</p> <p><b><u>Experience:</u></b></p> <p>Experience of utilising a comprehensive range of software packages including Word, Excel, Outlook. Experience of dealing with internal and external customers</p> <p><b><u>Personal Qualities:</u></b></p> <p>Able to work as part of a team and with limited supervision. Good customer service Use own initiative Problem-solving skills Self-motivated and able to work under own initiative.</p>	<p><b><u>Qualification:</u></b></p> <p><b><u>Knowledge/Skills:</u></b></p> <p><b><u>Experience:</u></b></p> <p>Experience of working in within an HR environment. Experience of working within an office environment</p> <p><b><u>Personal Qualities:</u></b></p>	<p>I, A,</p> <p>P, A, I,T,</p> <p>A, I,</p> <p>A, I,</p>

<p>High level of attention to detail, accuracy and responsibility for work undertaken.          Ability to work in a fast paced and ever-changing department.          Ability to deal confidentially, sensitively and securely with data.          Adaptable and able to adjust to change.</p>		
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**KEY: A-APPLICATION, I-INTERVIEW, P-PRESENTATION/MICROTEACH, T-TEST**

**General Data Protection Regulations (GDPR)**

In line with national legislation, and organisational policy, all data will be processed in a fair and lawful way, for the specific purpose and not disclosed in any way incompatible with such purpose or to any unauthorised persons or organisations.

**Equal Opportunities**

In accordance with the Equality Act 2010 the college operates a policy of equality and diversity which protects employees, students and people who access the College's goods, services and facilities, from discrimination on the basis of 'protected characteristics' which include: age ,disability, gender, reassignment, marriage and civil partnership, pregnancy and maternity, race (colour, nationality and ethnic or national origins.), religion or belief, sex and sexual orientation.

**DBS**

The successful applicant will be required to complete and obtain a standard or enhanced disclosure check (role dependant) from the Disclosure and Barring Service. The cost of processing this will be £44 (Enhanced) or £26 (Standard) and you will be required to make payment online via the safeguarding website before your employment commences. Further information about the Disclosure and Barring Scheme can be found at [www.homeoffice.gov.uk](http://www.homeoffice.gov.uk) or by speaking to a member of the Human Resources department.