

Job Profile

Human Resources Administration Apprentice

JOB PURPOSE:

The HR Administration Apprentice will assist in providing an effective and efficient HR administration service under the direction of the Human Resources Manager.

Key Responsibilities & Activities

This will include the following work areas and mainly working with computerised information systems:

- Recruitment
- Payroll
- HR Administration and responding to general HR queries

You will be expected to carry out tasks required on a day to day basis. The work you will do will be designed to ensure you meet the evidence and standards required for your qualification.

Qualifications/experience

You will also need accurate keyboard skills and a good working knowledge of Microsoft packages plus an awareness of the importance of confidentiality and data protection.

Other

Our apprentices are usually temporary but with sufficient time to complete the agreed level of study.

IT SHOULD BE NOTED THAT THIS IS NOT AN EXHAUSTIVE LIST OF TASKS AND THE POSTHOLDER MAY BE ASKED TO UNDERTAKE OTHER TASKS BY THE CEO AND BOARD OF TRUSTEES.

Vulnerable People

All employees must familiarise themselves with the organisation's Safeguarding Children and Young People and Guidelines for Working with Children and Young People policy.

Health and Safety

Managers are responsible for the health and safety of their staff and their actions that may affect others; this is clearly set out in the Health and Safety Policy.

It is the duty of all employees, while at work, to take reasonable care of their health and safety, and of other persons who may be affected by their activities; this includes colleagues, contractors and members of the public.

All employees must familiarise themselves with the Health and Safety Policy

Person Specification
Human Resources Administration Apprenticeship

Criteria	Attributes	Method of Assessment
Knowledge	<p><u>Essential</u></p> <p>Appropriate level of IT and keyboard skills Demonstrate understanding of customer service Ability to understand the concept of diversity and respect for others and be committed to these issues Able to demonstrate understanding of Health, Safety and Welfare</p> <p><u>Desirable</u></p> <p>Appropriate level of data protection, security and confidentiality awareness</p>	Application & Interview
Experience	<p><u>Essential</u></p> <p>Commitment to a learning culture Willingness to learn and to improve Able to give examples of self motivation</p>	Application & Interview
Skills and Abilities	<p><u>Essential</u></p> <p>Ability to communicate relevant and accurate information to others Ability to deal with telephone, email and general customer enquiries in an appropriate manner Ability to follow instructions and manage time and workload Ability to work effectively as part of a team Ability to communicate with a variety of people Able to use own initiative Able to work quickly and accurately Willing to ask for support as necessary Willingness to commit to apprenticeship qualification</p>	Application & Interview
Qualifications (if essential)	Appropriate level of education to support the qualification i.e. GCSE's in Maths and English	Documentary evidence
Other	Must be eligible for an apprenticeship	