

Job Description	
Job Title	Apprentice HR Assistant
Salary Band	£18,500
Main Purpose	To provide responsive and effective administrative and clerical support within the Human Resources Function.
Line Manager	Director of Human Resources
Date Job Description Agreed	

MAIN DUTIES	
<ol style="list-style-type: none"> 1. Support the HR Officer with all aspects of the recruitment and onboarding process, including but not limited to: <ol style="list-style-type: none"> a) posting job adverts internally and externally; b) Processing and anonymising applications; c) All aspects of scheduling interviews and candidate correspondence; d) Administering pre-employment checks; e) Responding to candidate queries; f) Supporting the full onboarding process. 2. Welcoming interview candidates and meeting with successful candidates prior to their start date to ensure a positive experience and smooth transition into the organisation. 3. Help to draft and prepare employment paperwork under the supervision of the HR Officer, such as offer letters and contracts of employment. 4. Help to prepare employee relations paperwork for casework and respond to basic employee inquiries relating to HR policies, directing those more complex issues to the HR Officer or Director of HR as appropriate. 5. Support the HR Officer with the processing of Leavers, acknowledging resignations, ensuring completion of internal and external actions related to offboarding, and helping to administer the exit questionnaire process and information. 6. Maintenance of HR Records (both physical and electronic). 7. Assisting the HR Officer with the administration of monthly payroll processing, helping to report relevant changes, absences etc to payroll and maintaining records. 8. Handling and processing confidential information, maintaining confidence at all times. 9. Undertaking a range of administrative and clerical tasks relevant to the Human Resources function - responding to queries (in person, via email and on the telephone), filing, typing, data-entry etc. 10. Assist in the collation of workforce data to inform external surveys and data collections. 	

11. Support with HR projects to improve processes and procedures as directed by the Director of HR.

Other duties

1. Use those I.T. packages and systems available for the rapid and efficient completion of job tasks;
2. Safeguard and promote the welfare of children, young people and vulnerable adults;
3. Ensure that safe working practices are adopted in compliance with relevant health and safety regulations;
4. Demonstrate commitment to the principles of equality of opportunity and treatment, and comply with the requirements of relevant equal opportunities legislation;
5. Attend and contribute to appropriate team meetings in order to enhance co-operative working relationships and standards of service delivery;
6. Participate in performance management procedures;
7. Undertake such other duties commensurate with the grade of the post as may reasonably be required.

Person Specification

Job Title	Human Resources Administration Assistant	
Main Purpose	To provide responsive and effective administrative and clerical support within the Human Resources Function.	
ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • at least 5 GCSE passes at Grade 4 or above (or equivalent) – including English Language and Mathematics 	
Experience	<ul style="list-style-type: none"> • In the use of Microsoft Office (Word, Excel, Outlook) • Of relevant employment, working accurately to tight deadlines. 	<ul style="list-style-type: none"> • Of working in a similar environment.
Skills and abilities	<ul style="list-style-type: none"> • Strong organisational and time management skills • Attention to detail • Ability to prioritise and meet deadlines • Problem solving 	

	<ul style="list-style-type: none"> • to maintain accurate, up-to-date and accessible records 	
Knowledge and understanding	<ul style="list-style-type: none"> • Of the need to maintain confidentiality at all times. 	
Personal qualities	<ul style="list-style-type: none"> • An active and effective team player • Good communicator who is approachable and friendly • Empathetic whilst maintaining professionalism. • a customer focussed approach • a can-do attitude 	
Other requirements	<ul style="list-style-type: none"> • None 	