

Beacon Multi Academy Trust
HR Admin Apprentice

Based at Beal High School

**18 month apprenticeship studying toward
BTEC L3 Diploma in Business Administration/Level 3 CIPD**

**Salary: £5.60/hour
36 Hours per week, 52 Weeks per year
Required: ASAP**

Purpose of role

To undertake a range of administrative duties to support the HR Team to deliver a consistent, high quality, integrated and seamless service

General duties and responsibilities

Provide administrative support to the HR Department

To administer activities associated with the entire employee cycle such as recruitment, induction, new joiners, performance management, training and development, and leavers

Contribute to the successful achievement of team plans by undertaking administration work efficiently and reporting on progress until complete

Ensure that all employee data and personnel files are secure, accurate, up-to-date and fully compliant with all relevant legislation.

Maintain and update the HR system

To understand the nature of the role and maintain confidentiality

Manage holiday and sickness calendars

Help with the smooth running of the office, including maintaining and replenishing office supplies

Assist with printing, scanning and filing of all types of personnel documents

Booking meeting rooms and arranging interviews with candidates

The above mentioned duties are neither exclusive nor exhaustive, duties and responsibilities of the post may change as requirements and circumstances change. The post holder may be required to carry out such other duties as requested by management that are broadly within the level of the post.

Apprenticeship Details

Duration 18 Months

Qualification BTEC Level 3 Diploma in Business Administration

Provider New City College

Format Day Release

It is expected that the post holder will attend college one day per week at their own expense.

ROLE CRITERIA

| | Essential (E) Desirable (D) | Application (A) Interview (I) Reference (R) |
|---|-----------------------------------|---|
| Qualifications | | |
| Qualification at Level 2 (Grade 4 / C or above) in English, Maths and Science | E | A |
| Knowledge/Skills/Experience | | |
| Excellent organisation and administrative skills | E | A/I |
| Excellent written and verbal communication skills, including telephone skills | E | A |
| Some experience in the use of IT packages | E | I/R |
| The ability to absorb information readily and speedily and work under pressure | E | A/I/R |
| Work constructively as part of a team and work independently | E | A/I |
| A good understand of the need for confidentiality | E | A/I |
| Attention to detail | E | A/I |
| Personal Attributes | | |
| Be willing and able to undertake a wide range of duties as required | E | A/I |
| Desire to learn new skills and develop knowledge of school processes | E | A/I |
| Able to adapt and embrace change | E | A/I/R |
| Prepared to work on own initiative, but also unafraid to ask for help when necessary | E | A/I |
| Ability to find innovative solutions to problems/issues | E | A/I/R |
| Ability to relate well to staff, students', parents and public | E | A/I/R |
| Ability to work cooperatively as a positive team member and leader | E | A/I/R |
| A positive, "can-do" approach with colleagues and students | E | A/I |
| <p>The school is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment.</p> <p>Enhanced DBS Disclosure is required for this post.</p> | | |