**Human Resources**

**Apprentice - Level 3**

**APP 1 £11,667 – APP 6 £23,500 - dependent on age and**

**experience.**

**Full Time – 37 hours per week**

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HE MERCIAN TRUST

ALDRIDGE SCHOOL

Q3 ACADEMY GREAT BARR

Q3 ACADEMY LANGLEY

Q3 ACADEMY TIPTON

QUEEN MARY’S GRAMMAR SCHOOL

QUEEN MARY’S HIGH SCHOOL

SHIRE OAK ACADEMY

THE LADDER SCHOOL

WALSALL STUDIO SCHOOL


# About The Mercian Trust

The Mercian Trust is a nine school multi academy trust that is currently seeking an Accountancy Apprentice to support our existing Trust Finance Team.

## About The Mercian Trust

The Mercian Trust was incorporated in January 2018 and currently governs nine secondary schools, comprising selective grammar schools, large comprehensive schools, an alternative provision free school and a 14-19 specialist studio school.

In 2021, the Regional Schools Commissioner approved the merger between The Mercian Trust and Q3 Academies Trust. The formal merger transfer was completed on 1st May 2022 when all nine academies of the two Trusts became part of the same family of schools governed by The Mercian Trust.

* Aldridge School
* Q3 Academy Great Barr
* Q3 Academy Langley
* Q3 Academy Tipton
* Queen Mary’s Grammar School
* Queen Mary’s High School
* Shire Oak Academy
* The Ladder School
* Walsall Studio School

The Members of The Mercian Trust include The Vine Trust and the Queen Mary’s Foundation. Both are charitable organisations focussed on improving prospects for local young people.

## Trust ethos & values

Our name is rooted in history and expresses a geographical identity and ambition. The ancient kingdom of Mercia encompassed much of what we now recognise as the West Midlands – and crucially for us it included what we now call the Black Country. It was in Mercia that St Chad established an association of small monasteries which fostered unity through bonds of kinship.

Now, a thousand years later, we look to demonstrate the same spirit in our approach. We are a family of schools committed to each other – diverse in nature, proud custodians of our history and success, but together, one charitable Trust with a common purpose.

Our Trust exists to equip our students to:

* Realise their potential.
* Thrive in the world of work.
* Make a positive contribution to the local, national and international community.

Our mission is **increasing opportunities** and **improving outcomes**.

Our mantra is ***Life to the full*** in pursuit of what is ***good, right and true.***



# Job Advert & Job Description

|  |  |
| --- | --- |
| Post  | **Human Resources Apprentice**  |

Contract and Salary App1 £11,667 – App6 £21,575 dependent on age and experience

Full Time – 37 hours per week.

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| --- | --- |
| Job Purpose Summary of the Role  | The HR Apprentice will work within the HR Centralised Team and provide general HR administration support, working across The Mercian Trust as necessary. This role will provide an opportunity to gain significant experience within a busy and varied department. The successful candidate will provide support helping with all stages of the recruitment cycle, new starters, maintaining staff records (both digital and paper) and ensuring compliance with statutory regulations. The post-holder will be provided with the help and support to undertake the  |
|  | CIPD Level 3 accredited, HR Support Apprenticeship. It is expected that the post-holder will develop their skillset throughout the duration of the role and will be exposed to more areas of HR as they progress.  |

Main Responsibilities:

* To provide general HR administration support across a full range of duties.
* To provide administrative support to the HR Central Services Team with support for recruitment, entering applicant details into the HR system, creating candidate lists and collation of return applications for Recruiting Managers.
* Maintain accurate manual and computerized records to facilitate the efficiency and effectiveness of the service, to include inputting data onto the HR systems.
* To undertake other general office duties such as scanning and photocopying as required.
* To maintain a level of competence in the use of computer technology to enable the use of variety in-house systems.
* To scan documents and store electronically using the HR system
* To assist with typing correspondence using standard templates
* To work with the HR Administrators, HR Advisors, Trust Lead for HR and Compliance Officer to react to new safeguarding legislation and adapt procedures as appropriate.
* Liaising with all schools including travel to individual school sites where required.
* Attend and minute employee meetings as required.
* Any other duties required that are commensurate with the grading of the post.

**Person Specification**

 Preferred skills, Personal Attributes or Experience Essential Desirable



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| --- | --- |
| Relevant professional qualifications in English and Maths.  | X  |
| Good communication skills to enable sharing learning with others along with the ability to speak with a range of people from all walks of life.  | X  |
| Computer literate with strong IT skills using MS Office, particularly word, outlook and excel spreadsheets  | X  |
| Ability to follow instructions and organise yourself to complete tasks fully and on-time.  | X  |
| Ability to follow instructions and organise yourself to complete tasks fully and on-time.  | X  |
| Willingness to develop knowledge and experience.  | X  |
| Committed to equality of opportunity and understand diversity issues.  | X  |

# Key Information - How to Apply

 Post **Human Resources Apprentice – Level 3**

Closing Date

 Interview Date **TBC**

Informal

Conversations

For

further

information

about this

post

please

contact

 Sharon

Griffiths

Email

:

sharon.griffiths@merciantrust.org.uk

 Please check you meet the person specification.

 How to apply – Via The Mercian Trust online recruitment portal.