

## Job Description

Job Title: HR Apprentice  
Department: Human Resources  
Reporting to: Senior Cluster HR Manager  
Hours: 37.5 hours per week  
Contract: Fixed-term Apprenticeship (18 months)

### Role Purpose

The HR Apprentice will provide effective administrative and operational support to the Human Resources team. The role offers an excellent opportunity to develop practical HR skills and knowledge while working towards a Level 3 HR Support Apprenticeship. The postholder will support the employee lifecycle and contribute to delivering a professional, confidential and responsive HR service.

### Key Duties and Responsibilities

- Provide administrative support across the employee lifecycle, including recruitment, onboarding and leavers.
- Assist with recruitment activities such as advertising vacancies, arranging interviews and preparing documentation.
- Support pre-employment checks including references and right to work documentation.
- Maintain accurate and up-to-date employee records on HR systems and personnel files.
- Respond to routine HR queries from staff and managers, escalating issues where appropriate.
- Support the preparation of HR correspondence, letters and reports.
- Assist with HR projects and initiatives as required.
- Ensure compliance with data protection and confidentiality requirements at all times.
- Work collaboratively with colleagues and contribute positively to the HR team.

### Training and Development

The postholder will complete the Level 3 HR Support Apprenticeship, delivered by an approved training provider. This will include on-the-job training, remote learning sessions during working hours and regular assessments.

### Safeguarding

United Learning is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment and adhere to safeguarding policies and procedures.

## Person Specification

### Qualifications

1. Essential:
  - GCSE or equivalent in English at Grade C/4 or above
  - GCSE or equivalent in Maths at Grade C/4 or above
2. Desirable:
  - Previous administrative or office-based experience

### Skills and Knowledge

- Good written and verbal communication skills
- Basic IT skills including Microsoft Office applications
- Strong organisational skills with attention to detail
- Ability to manage time effectively and prioritise workload
- Understanding of confidentiality and data protection principles

### Personal Qualities

- Professional and discreet approach to work
- Willingness to learn and develop new skills
- Reliable and punctual
- Ability to work effectively as part of a team
- Positive attitude and proactive approach

### Other Requirements

Ability to handle sensitive and confidential information appropriately. Commitment to equality, diversity and inclusion.

### Committed to having a diverse and representative team

Here at United Learning, we are working hard to become a more diverse organisation, which is key to our commitment to bringing out the best in everyone. We welcome applications from everyone committed to this ethos and would particularly welcome applications from black and minority ethnic candidates, who are currently under-represented in the Group as a whole. We always appoint on merit.

United Learning, value the dedication, professionalism and hard work of our teachers, support staff and school leaders, and strongly believe that everyone should be able to do their job without sacrificing a family life or compromising their well-being. We are committed to encouraging and enabling flexible working opportunities throughout our schools wherever possible and will support employees seeking to work more flexibly.

### Rewards and benefits

- Competitive salary
- Enhanced contributory local government pension scheme
- Enhanced occupational sick pay, protecting you and your family

- Competitive and enhanced maternity, paternity, and adoption benefits
- Over 250 employee exclusive benefits through our partners Perkbox, including access to wellbeing resources, discounted cinema tickets, holidays and gym memberships, car leasing and Cycle2work schemes

### **Important information**

United Learning is committed to safeguarding and promoting the welfare of all children and young people and expects all staff and volunteers to share this commitment.

All positions are subject to an Enhanced Disclosure and Barring check from the Disclosure and Barring Service (DBS) and shortlisted candidates will be subject to an online check.