

Human Resources Apprentice L3

Job Description

General Purpose of Job:

The HR Apprentice will work within the HR Operations Team to provide general HR administration support and will provide support to the Payroll functions, as required by Orchard Hill College (OHC) and Orchard Hill College Academy Trust (OHCAT), working across sites as necessary.

Functional Links

The HR Apprentice will liaise with the Human Resources Team, Payroll, MIS, Finance and Occupational Health as well as College/School/ Academy and affiliate staff, students, Directors, Governors, parents, carers, professionals, volunteers, the public and visitors on a regular basis and will be required to maintain the high standards of the College and OHCAT.

Reporting Relationships

The HR Apprentice will report to the HR Operations Manager, and will liaise with managers, staff and students.

Duties and Responsibilities:

This is a great opportunity to work and learn from a professional and diverse HR team, as well as working closely with the Payroll team.

The HR Apprentice will work in HR Operations Team to provide general and HR administrative support to Orchard Hill College, Academy Schools within the Orchard Hill College Academy Trust (OHCAT), supporting all areas flexibly as required. The successful applicant will be expected to undertake a variety of administrative duties both independently and under supervision.

Areas of support to include:

Clearances

The HR & Payroll Apprentice will assist with pre-employment checks as requested and in accordance with statutory guidance *Keeping Children Safe in Education (KCSIE 2024)* and *OHC&AT Recruitment and Selection Policy* and Procedure, with regard to Right to work check, DBS, References Qualifications, Medical checks and overseas police checks, Teaching Regulation Agency Prohibition check etc.

- Setting prospective employees up on the clearance database
- Sending clearance links to new starters
- Check all pre-employment documentation associated with the Disclosure and Barring Service (DBS) and raise any concerns with appropriate senior management.
- Ensuring all Right to Work compliance checks have been completed and verified documents received by HR prior to commencement of employment.
- Note when a visa application or sponsorship is required, and escalate this to the appropriate HR team member for processing.
- Liaise with School Office Managers & Office staff / Principals / HR Business Partners to ensure any anomalies in the pre-employment check process are highlighted and managed appropriately.
- Liaise with the Occupational Health Service to ensure all new starters have undertaken pre-employment medical assessment and been declared medically fit to commence employment.
- Ensuring that new starters have a IT login, Educare login etc. and that all relevant departments have been notified

Payroll

- To complete payroll data inputting on a monthly basis, ensuring documents are correctly authorised and processed and that any queries are raised.
- To check timesheet claims for accuracy and compliance with policies and regulations. Calculate any additional payments/allowances as appropriate.
- Ensure payroll instructions are processed within given deadlines.
- Assisting with the monthly Payroll's including accurate input of all data into the HR/Payroll system (iTrent) in accordance with statutory and contractual requirements. Running reports from iTrent in line with HR and OHC&AT business requirements.
- Monitor generic email accounts daily, log and resolve HR queries as they arise within the timeframe specified.

Recruitment

To undertake the administrative duties associated with recruitment for example

- Sending out interview invite letters to candidates
- Assisting with interviews where required, for example
- Applying for references prior to interview for College and OHCAT Business Services using the ETeach portal
- Place adverts on relevant job boards, within standard guidelines. Ensure authorisation has been obtained to go outside of standard processes where required.

HR Administration

To work accurately and efficiently both as part of a team or unsupervised, prioritising own work and meeting deadlines for Payroll and Recruitment. Ensure that work is accurate and completed in a timely manner and that queries are dealt with professionally.

- To assist with the management of the HRSupport Inbox and Jobs Inbox, and to provide first line support when necessary to ensure staff queries are dealt with professionally, accurately and in a timely manner.
- Decrypting emails from the HRSupport inbox for Payroll processing, clearance checks and DBS renewals etc. Downloading documents from secure Microsoft Teams Channels and saving or processing them appropriately.
- Assisting with DBS renewal checks for existing employees.
- Preparation of employment contracts, changes to employment terms and conditions letters. Ensuring they are accurate and issued in a timely manner.
- To maintain accurate and up-to-date HR spreadsheets such as Payroll, recruitment, clearance checks, DBS renewals, etc.
- To assist in maintaining Single Central Records for all establishments and undertaking training to enable safer recruitment of staff. This includes compliance checks for agency staff across OHC&AT.

HR System

- Data inputting of new starter employment details onto HR database
- Ensure accurate and timely inputting of data onto the HR system, including new starters, leavers, amenders, maternity, paternity, absence and annual leave, etc.
- To maintain accurate records using ICT systems as required, working with the Management Information Services team as necessary

Projects

- To ensure personnel files are audited for compliance with GDPR
- To assist with the digitisation of all HR records, including information held on personnel files

General duties

- Provide and promote HR service excellence and foster effective teamwork and business relationships.
- To communicate sensitively with a wide range of people, including colleagues, students (who may communicate through challenging behaviour), external contacts and the public.

- To maintain information in a confidential manner, following data protection regulations and ensuring the HR operational team and personnel files and recruitment records are GDPR compliant.
- To maintain and apply an up to date knowledge of terms and conditions of employment for Lecturers, School Teachers, Managers, Single Status staff and others as required
- Supporting all aspects of Child Protection and Safeguarding of Vulnerable Adults;
- Promoting the Equality and Diversity policy in all areas of work;
- Supporting Health, Safety and Wellbeing within the workplace.
- To undertake Continuing Professional Development (CPD) and training to update own skills and knowledge.
- To carry out all duties in accordance with College, OHCAT and affiliate policies, including the Equality and Diversity Policy, Safeguarding policies and Health and Safety Policy.
- To carry out other such similar duties that may be reasonably required by Director of HR, Head of HR, HR Operations Manager, and HR Business Partners.

Other

- You will be mentored by a member of the HR team
- Support will be offered off site/on site to fulfil the requirements of the Apprenticeship scheme
- This job description is not exhaustive and is subject to change

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Person Specification

Area	Requirement	Essential/Desirable
Academic	Ability to meet the entry requirements of the Level 3 apprentice course attached to this apprenticeship and to attend and undertake the studying and course work required to complete the course	Essential
	Educated to at least GCSE standard, with five passes at Grade C (or equivalent) including English and Mathematics	Essential
Abilities, Skills and Knowledge	Good IT skills; ability to use Microsoft Office packages including Word, Excel and Outlook	Essential
	Excellent organisational skills, in order to manage work to meet conflicting deadlines	Essential
	High level of attention to detail and high level of accuracy	Essential
	Strong written and verbal communication skills	Essential
	Excellent interpersonal and communications skills, in person, by telephone and in email	Essential
	Exceptional time management & organisational skills, has the ability to manage multiple tasks and projects	Essential
	A friendly professional manner and appearance	Essential
	Driven and self-motivated	Essential
	Able to work within a team	Essential
	Able to prioritise and organise own workload	Essential
	Able to work on own initiative, sometimes working under pressure and to tight timescales	Essential
	Flexible and adaptable in approach to work, with the ability to multi-task in order to meet strict payroll deadlines	Essential
	Able to adhere to OHC&AT's Equality and Diversity, Safeguarding of Children and Vulnerable Adults, and Health and Safety Policies	Essential