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| Grade: | Apprenticeship |
| Accountable to: | Senior HR Business Partner |
| Place of Work: | Head Office, Southampton |
| Hours: | 30 hours per week, term time only (39 weeks per year) |

Role Remit:

- To support the HR team by performing essential HR administrative tasks
- To assist the HR Team in managing the HR functions
- Set up, organise and maintain employee files
- Prepare contracts and variation letters for MS staff and school leaders
- Set up new MS HR records and maintain data in HR system

Main Responsibilities:

1. Safer Recruitment

Ensure a thorough safer recruitment and selection process is adopted at all times:

- Advertising vacancies through the appropriate platforms, including preparation of vacancy materials, produce and send out invite to interview letters
- Liaise with all local authority recruitment platforms on a monthly basis
- Assisting with the coordination of all pre-employment checks, including pre-placement questionnaires, referencing, right to work and background verification
- Process employee data onto the HR information system (new starters, leavers, change of hours / salary and other contractual changes within the time scales)
- Provide overall HR administrative support to the HR team

2. Onboarding

- Assisting with new employee inductions – preparation of schedules, liaising with the managed service team and the new employees.
- Updating and maintaining employee lifecycle documentation:
 - Assist with new employee, leaver and probation administration
 - Assist with offer letters and terms and conditions of employment
 - Assist with end of probation letters
 - Co-ordinating return to work documentation and ensuring compliance

3. Maintain the HET Single Central record (SCR):

- Input employee information into the Single Centra record and maintain the record ensuring there are no gaps

4. Answering HR queries:

- Respond to general HR queries and direct to the relevant HR team member if unable to assist directly

5. Ensuring a consistent approach to CPD/training:

- Maintain training records for HET employee's attendance at annual staff briefings and updates
- Record training events attended by HET employees

6. General

- Set up and maintain HR files for managed services employees
- Maintain electronic employee files, ensuring compliance with GDPR
- Gain an understanding of all HR systems
- Schedule meetings for the team including booking meeting rooms
- Scanning and photocopying as required
- Policy and system review
- Employee engagement support
- Sickness and absence administration
- Administering contracts and onboarding new starters
- Maintaining accurate and up-to-date HR files
- Communicating confidently with internal and external partners

7. Apprenticeship responsibilities

- Actively participate in the apprenticeship training program and complete all required coursework
- Maintain a portfolio of evidence to demonstrate your learning and development
- Attend regular meetings with your apprenticeship provider and internal mentor

Other Duties:

At an appropriate level, according to the job role, grade and training received, all employees in the Trust are expected to:

- Support the aims, values, mission and ethos of HET and participate to the one team approach, All About the Child and What About Sam?
- Attend and contribute to staff meetings and training days as required and identify areas of personal practice and experience to develop.
- Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/academy and keep confidences appropriately.
- The post holder at all times, whether or not in the employ of our schools or HET and except where such information is in the public domain maintain the strictest secrecy with regard to the business affairs of our schools or HET and its customers/stakeholders, products and product lists.
- Be aware of health and safety issues and act in accordance with the Health and Safety Policy.
- To liaise with other staff, contractors and outside agencies/organisations as appropriate.

The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar, and they have appropriate qualifications or received appropriate training to carry out these duties.

HET have identified the traits above that they feel every employee should have.



| CRITERIA/STANDARD | Essential (E) / Desirable (D) | Measures: Application form (A), interview (I) |
|--|-------------------------------|---|
| QUALIFICATIONS | | |
| GCSE's 9-4 / A*-C including maths and English | E | A |
| A-Levels or equivalent | D | A |
| Meet eligibility criteria for apprenticeship course (Be a UK citizen or have proof of your right to work in the UK, have lived in the UK for the last 3 years). | E | A |
| EXPERIENCE | | |
| Experience of working within an administrative role | E | A/I |
| Experience in undertaking varied administrative tasks | D | A/I |
| Relevant HR experience | D | A/I |
| KNOWLEDGE & SKILLS | | |
| Proficient in the use of Microsoft Excel, PowerPoint and Word to a good standard | E | A/I |
| Strong communication skills both verbal and written | E | A/I |
| Ability to build and maintain strong relationships with colleagues and stakeholders in a friendly and approachable manner. | E | I |
| Ability to work well in a team | E | I |
| A proven ability to plan, prioritise and organise own work effectively in a busy environment | E | I |
| Ability to work proactively and flexibly, adapting to multiple and changing priorities | E | A/I |
| Professional approach to work with the ability to act with diplomacy and discretion in sensitive situations | E | A/I |
| An eye for detail and a thorough approach to work | E | A/I |
| Eager to learn and complete professional development | E | A/I |
| Good time management and organisational skills | E | A/I |