

## **Job Description: HR Apprentice – Kent Scheme – KS Entry Apprentice**

**School:** Cygnus Academies Trust – Shared Services

**Grade:** Kent Scheme – KS Entry Apprentice

**Responsible to:** Senior HR Officer

### **Purpose of the Job:**

The duties and responsibilities listed below indicate the HR Apprentice of Cygnus Academies Trust will perform and are not intended to be an exhaustive list. The post holder will be expected to take on additional responsibilities appropriate to the role as they arise. The main purpose of this role is to provide efficient and effective administrative support to the HR team to support the delivery of a proficient HR service.

### **Key duties and responsibilities:**

#### **The HR Apprentice will:**

1. Act as first point of contact within the HR team for Leaders, SBM and employees across the Trust, the post holder will respond to general queries escalating enquiries where necessary.
2. General HR administration, across employee relations, payroll and recruitment.
3. To assist with the management of the HR inbox, and to provide first line support when necessary to ensure staff enquiries are dealt with professionally, accurately and in a timely manner.
4. Supporting with basic payroll input, the production of contracts and other pay outcome letters.
5. Supporting with the advertising of vacancies.
6. Liaising with both candidates and schools to help with the full recruitment cycle from approval to offer stage.
7. The administration and upkeep of the HR page on our intranet, ensure documents are up to date and relevant.
8. Maintain the filing system within Microsoft 365 for the HR team, ensuring files are up to date and transferred to the relevant folders.
9. Support with the maintenance of our HR System (SAM People and iTrent), with changes to contracts, pay scales, starts and leavers.
10. Monitoring Monday.com dealing with outstanding task or allocating them to the relevant HR team member.
11. Assist the HR Officer with onboarding and other HR Duties to ensure the efficiency of the department is maintained.

## Person Specification: Payroll Officer – Kent Scheme – KS Entry Apprentice

The following table outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet each of these criteria.

<b>QUALIFICATIONS</b>	GCSE English and Maths	Essential
	Enrolled on, or looking to enrol onto a HR apprenticeship course	Essential
<b>EXPERIENCE</b>	Experience in working in an administrative role.	Desirable
<b>SKILLS AND ABILITIES</b>	Excellent communication and interpersonal skills	Essential
	Ability to take instructions and focus on service delivery	Essential
	Ambitious with a desire to learn and develop a career in HR	Essential
	Ability to self-evaluate learning needs and actively seek learning opportunities to improve own practice and knowledge	Essential
	Ability to work with confidential information	Essential
	Ability to manage assigned tasks in an efficient and timely manner	Essential
	Team player with a positive attitude	Essential
<b>KNOWLEDGE</b>	Knowledge in Microsoft Office (Word, Excel, Outlook)	Essential