



Job Description

JOB TITLE	HR and Office Apprentice
JOB FAMILY	Office Admin
PHASE	Secondary
SALARY GRADE	Apprenticeship Rate
HOURS	
REPORTING TO	Heads PAs at HGS and TVA
RESPONSIBLE FOR	n/a

Job Purpose

Assist PA within 2 academies in all administration relating to HR administration, recruitment, record keeping and documentation;

Duties and Responsibilities

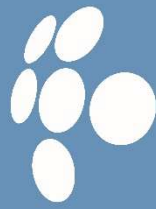
Take direction from the PA in HGS and VA to assist with the following tasks:

Recruitment

- Assisting schools with permanent and long term temporary recruitment processes
- Assist PA to ensuring schools follow safer recruitment procedures, including reference checking, chasing, etc.
- Preparation of employee files, adhering to HR specified requirements and preparation for safer recruitment audits on a termly basis within each school
- Support with the drafting/QA all adverts
- Supporting the PA in the reporting of recruitment data and analysis
- Updating the HR portal with HR/payroll related information as required
- Liaise with agencies and external bodies to promote vacancies as requested
- Support PA in the organisation and facilitation of interview days, including supervising administrative tasks, checking and validating ID/documents produced

HR Administration

- Maintain filing of HR information
- Inputting information onto the HR Portal/Sims
- Support with the typing of job descriptions, adverts, etc as required



- Support the PA with the preparations for induction materials for new staff and training
- Supporting the PA with HR administration duties including absence, starter, leaver monitoring, exit interviews, probationary periods, etc.
- Assisting the PA with the drafting of HR letters and guidance documents
- Support PA in preparation of reports, liaising with Academies to collate required information.
- Assist with taking notes in meetings as required.
- Support with school/HR related projects when required
- Support in the organisation of HR/staff related events and training

General

- Office administrative duties, such as ordering stationary and answering phones
- Build and maintaining excellent working relationships with PAs, office managers, Headteachers and SLT within schools by keeping in regular contact via e-mail, telephone or in person, offering advice, solutions and information
- Develop excellent working relationships with TSAT central managers, Central HR staff and teams

Other Areas of Responsibility

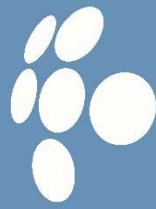
Generic Duties relevant to all members of Staff

The Trust

- The ethos of our Trust is “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.
- You will be based at Holcombe Grammar School. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the



core business. This may mean undertaking tasks outside of your area of responsibility where required.

ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

Health and Safety

- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Child Protection Officer.

Data Protection

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its



Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of an HR & Office Apprentice

Name:

Signed:

Date: