

Job Description

Role Title	Apprentice in Human Resources
Grade:	Level 3, dependent on skills, qualifications and experience.
Responsible to:	HR & Wellbeing Manager
Responsible for:	No direct reports.

Purpose of the role:

To provide administrative support in key tasks associated with the role of Human Resources and ensure they are carried out to a high standard, whilst supporting the efficient working of the team.

Key Roles and Accountabilities

Recruitment Administration:

To complete administrative tasks relevant to recruitment and selection of staff including:

- **Vacancy Advertising:** Draft wording and advertise on relevant platforms.
- **Applicant Management:** Monitor applications received. Download applications and save in relevant recruitment files, identify roles where we are not receiving applications and share this information with the HR & Wellbeing Manager.
- **Communication:** Share information with the recruiting manager as appropriate.
- **Shortlisting:** Share the applications received and shortlisting process with the recruiting manager and liaise with them in relation to those shortlisted and the recruitment event arrangements.
- **Recruitment & Selection:** Organise recruitment and selection activities liaising with all parties and facilitate on the day. This will include preparing panel packs of information, ensuring safeguarding arrangement with the applicants so meet and greet, and escort back to reception, facilitating selection interviews and tests, photocopying pre-employment vetting documentation.
- Drafting offer letters and contracts of employments for approval.

Pre Employment Vetting

- To conduct comprehensive pre-employment checks: Carry out all mandatory employment checks to uphold safeguarding and legal obligations. This includes verification of identity, Right to Work, Disclosure and Barring Service, previous employer references, qualifications held along with a health passport and overseas checks.
- To maintain the Single Central Record ensuring it is complete, up to date and fully compliant with requirements of college safeguarding policies and procedures.
- Report any discrepancies, concerns or safeguarding risks identified to the HR & Wellbeing Manager or Executive Director, People & Organisational Development.

General HR Administration

- Assist with other HR administration such as probation process, performance management, sickness absence, staff induction, changes in contracts, mandatory training, benefits and other relevant administration as directed by the HR & Wellbeing Manager or Executive Director, People & Organisational Development.
- Assist with payroll administration of changes in terms and conditions or new staff joining.
- To liaise with managers, providing advice on changes to staff members terms and conditions and any other relevant information.

Record Keeping

- Maintain accurate records of communication, emails, letters, contracts and pre-employment vetting along with any other appropriate documentation in the designated HR digital record system.
- To ensure appropriate databases, spreadsheets are maintained accurately and in a timely manner in or to comply with statutory regulations and legislation, as well as college processes.

General Duties

- To contribute to the management of all staff health and wellbeing and inform the HR & Wellbeing Manager of any concerns you identify in a timely manner.
- Takes responsibility for safeguarding and promoting the health and welfare of staff and learners.
- Familiarise yourself with college policies and procedures, relevant statutory regulations and legislation and ensure full compliance.
- Participate in professional development and performance management systems.
- Undertakes such duties as may be reasonable required of you relating to your role and grade as directed by either the HR & Wellbeing Manager, Executive Director, People & Organisational Development and any other member of the Senior Management Team.

This job description does not form part of the contract of employment and will be reviewed and updated as required to reflect any changes that may be required.