

Person Specification

Role Title **Apprentice in Human Resources**

Grade: **Level 3, dependent on skills, qualifications and experience.**

Responsible to: **HR & Wellbeing Manager**

Subject	Essential	Desired
Qualifications	<ul style="list-style-type: none"> • GCSE English and Maths (Grade C/4 or above) plus any other relevant GCSE's • Willingness to undertake a L3 Apprenticeship in either Business Administration or HR practice. 	<ul style="list-style-type: none"> • A Level English and Maths • L2 business administration qualification
Experience and Knowledge	<ul style="list-style-type: none"> • Basic administration experience (school, volunteering, office work) • Basic understanding of HR functions and recruitment processes • Experience of using Microsoft Office (Word, Excel, Outlook and Teams) • Experience of using databases. • Awareness of equality, diversity and inclusion principles. 	<ul style="list-style-type: none"> •
Skills and Abilities	<ul style="list-style-type: none"> • Strong attention to detail and accuracy. • Good written and verbal communication skills • Confident in handling phone and email communications. • Ability to manage time and prioritise tasks. • Good organisation skills. • Ability to work with discretion, sensitivity and maintain strict confidentiality • Willingness to learn and take initiative. • Proactive approach to problem solving • Able to work independently and as part of a team. 	<ul style="list-style-type: none"> •
Personal	<ul style="list-style-type: none"> • Enthusiastic about developing a career in HR. • Professional and approachable manner. • Willingness to role model the College values. • Ability to commute to the College Campuses. 	<ul style="list-style-type: none"> •