

# HR & BUSINESS ADMINISTRATION APPRENTICE

## JOB DESCRIPTION

<b>Job Title:</b>	HR & Business Administration Apprentice	<b>Department/Group:</b>	People
<b>Level/Salary Range:</b>	Grade A SCP 2 - 3	<b>Reporting to:</b>	Director of People
<b>Contract term:</b>	All Year Round Fixed Term	<b>Hours per week:</b>	37 hours

### Vision Statement

***“To allow all children to experience ‘life in all its fullness’, no matter what their starting point” by:***

- Offering a high quality, inclusive and distinctive education
- A caring and nurturing environment based on our Christian values
- Recognising the unique nature of each child.

### Main Objectives of Role:

- **Support Recruitment & Onboarding:** Assist in managing the end-to-end recruitment process, from posting vacancies to coordinating interviews and onboarding new hires, ensuring a smooth and positive candidate experience.
- **Enhance HR Administration:** Maintain accurate HR records and documentation while supporting daily administrative tasks, ensuring compliance with policies and streamlining internal processes.
- **Develop Business/HR Expertise:** Actively participate in professional development opportunities and training sessions, gaining hands-on experience in various education business functions and contributing to continuous improvement projects.
- **Governance:** Assist with administration relating to local governing bodies and trust committees as required.
- **Marketing and Communication:** Assist with administrative duties to support the promotion and branding of the Trust and its schools.

### Job Description:

To support the HR Administrator to undertake the following tasks:

#### HR Administration:

- To work accurately and efficiently both as part of a team or unsupervised, prioritising own work and meeting deadlines.
- To assist with the management of the HR Inbox and Recruitment Inbox, and to provide first line support when necessary to ensure staff queries are dealt with professionally, accurately and in a timely manner.
- To maintain accurate and up-to-date HR spreadsheets such as new starter spreadsheet and the recruitment spreadsheet.
- To carry out administrative processes relating to starters and leavers.
- To maintain personnel records electronically ensuring confidentiality when sharing data in line with current GDPR requirements, including for any new central Trust staff.
- Ensure accurate and timely inputting of data onto the HR Information System (SAM People), including new starters, leavers, amended contracts, maternity, paternity, absence and annual leave, etc

- Attend employee relations casework where appropriate to support with minute taking and any associated administrative duties with support from People colleagues.

### **Recruitment:**

- To carry out administrative processes associated with recruitment ensuring all safer recruitment standards and safeguarding procedures are adhered to including advert and applicant management, liaising with recruiting managers in schools, providing recruitment process advice, requesting references where appropriate, supporting with interview arrangements, correspondence and providing support on assessment days if required.
- Place adverts on our applicant tracking system (Face-Ed) and on relevant job boards.
- To support with pre-employment documentation as appropriate.
- To ensure that new starters are inputted into National College and UK Healthcare and audit as appropriate, removing leavers as and when required.

### **Governance**

#### **Administrative Support:**

- Assist the Trust Governance Manager where appropriate in preparing for LGB or trustee meetings by helping organize agendas and associated paperwork.
- Support in maintaining and organizing governance-related documentation, such as policies, minutes, reports, and strategic plans.
- Help ensure smooth communication between trustees/governors and other staff, making sure that important governance-related information is shared promptly.
- Assist in the preparation and delivery of induction sessions for new trustees or governors to ensure they understand their roles, responsibilities, and the legal obligations of governance.
- Help organize training or CPD sessions for the board, keeping them updated on governance best practices, changes in legislation, and sector-specific issues.

#### **Marketing and Communications**

- Assist the Trust Marketing and Communications Officer in creating content for the trust's communications, including newsletters, press releases, blog posts, website content, and social media updates.
- Help manage social media accounts (e.g., Twitter, Facebook, Instagram, LinkedIn), posting regular updates, interacting with followers, and monitoring engagement.
- Help develop content for internal communications, such as emails, intranet updates, and bulletins, to keep staff and stakeholders informed.

#### **General:**

- To undertake such other duties related to the work of the department appropriate to the post, as may be assigned.
- To support with general office administration and support, arranging meetings and scheduling appointments for senior leaders where appropriate.
- To fulfil personal requirements, where appropriate, about Trust policies and procedures, health, safety and welfare, emergency, evacuation and security.
- To engage in relevant continuous professional development
- To take responsibility for promoting and safeguarding the welfare of students in the Trust's schools.
- To work flexibly in the interests of the service. This may include undertaking other duties if these are appropriate to the employee's background, skills and abilities.

## Other

- You will be mentored by a member of the HR team
- Support will be offered off site/on site to fulfil the requirements of the apprenticeship scheme
- This job description is not exhaustive and is subject to change

## Safer Recruitment Statement

**The Bishop Fraser Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

## All staff employed by the Bishop Fraser Trust are expected to:

- Uphold and promote the Trust's vision
- Uphold and promote the Christian ethos of all schools in the Trust
- Support and contribute to the achievement of all students academically and pastorally
- Support and contribute to the Trust's responsibility for safeguarding all students
- Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- Promote equality and celebrate diversity, seeking to reduce disadvantage, and to encourage aspirations and participation from people who might not otherwise join in.
- Undertake professional training to enhance personal development and job performance
- Share best practice, expertise and skills with others
- Offer ideas and suggestions for making things better
- Engage actively in the appraisal and performance review process
- Seek to be positive and build up the common good through their own individual contribution to the life of their school
- Seek to develop a better work/life balance
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive relationships with all pupils, parents/carers, colleagues, governors, trustees and members; treating everyone with dignity and respect
- Comply with all Trust and individual school policies and procedures including safeguarding, child protection, health, safety and security, confidentiality and data protection
- Work within the Trust and individual school's Health & Safety Policies to ensure a safe working environment for all staff and pupils
- Appreciate that whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified in this job description
- Follow any reasonable request from the Headteacher or SLT to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown, but following consultation with you, may be changed by the Headteacher or SLT to reflect or anticipate changes in the job which are commensurate with the salary and job title. It allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out. The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions of employment.

## Last Updated:

March 2025

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## PERSON SPECIFICATION

	<b>HR &amp; Business Administration Apprentice - CRITERIA</b>	<b>Essential / Desirable</b>
<b>Work related circumstances – professional values and practices of The Bishop Fraser Trust</b>	High expectations of all students; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements	E
	Ability to build and maintain successful relationships with students, treat them consistently, with respect and consideration and demonstrate concern for their development as learners	E
	Commitment to the Trust's Christian ethos and educational purpose, demonstrating and promoting the positive values, attitudes and behaviour they expect from the students with whom they work	E
	Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice	E
	Able to liaise sensitively and effectively with parents and carers recognising their role in student learning	E
	Able to improve their own practice through evaluations and discussion with colleagues.	E
	Flexible with an ability to be able to embrace and generate change	E
<b>Personal Qualities</b>	Self-motivated and personally resilient	E
	High levels of personal integrity, discretion, honesty, reliability and self-awareness	E
	Conscientious and diligent work ethic	E
	High standard of personal presentation with an excellent attendance and time-keeping record	E
	Exacting standards, with high levels of attention to detail and accuracy	E
	Patience, kindness and understanding	E
<b>Professional Dispositions</b>	Pro-active in using initiative	E
	The ability to meet and greet visitors, staff and students warmly, confidently and professionally, focussed on meeting customer needs and satisfaction	E
	Maintains a positive outlook at work	E
	Willingness to take a hands-on approach as necessary	E
	Flexibility, on occasions and within reason, in approach to working hours	E
<b>Qualifications</b>	Willingness and ability to complete Apprenticeship qualification	E
	English & Maths GCSE Grade A*-C or equivalent	E
	Willingness to participate in relevant training and development opportunities	E

	<b>HR &amp; Business Administration Apprentice - CRITERIA</b>	<b>Essential / Desirable</b>
<b>Experience, Skills and Knowledge</b>	Ability to work effectively within a team environment,	E
	Ability to build effective working relationships	E
	Ability to promote a positive ethos and role model positive attributes	E
	Ability to follow instructions and work with the minimum of supervision	E
	Good personal numeracy and literacy skills	E
	Knowledge & keen interest of HR	E
	Keen Interest in learning new skills	E
	Customer Care - Listen and respond to customer need, seek out innovative ways of engaging partners.	E
	Valuing Diversity - Listen, support and monitor the diverse contributions made to service development without prejudice. Challenge behaviours and processes which do not positively advance the diversity agenda whilst being prepared to accept feedback about own behaviour. Recognise people's strengths, aspirations and abilities and help to develop their potential. Understand how Valuing Diversity can improve our ability to deliver better services and reduce disadvantage.	E
	Developing Self and others – Ability to question, and request right training and development that links to the post, to seek opportunities that add to skills and knowledge, to respond positively to opportunities that arise, and to support others learning and share learning with others	E
	Experience of working in a school environment	D
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E