



**STEP HR Apprentice**  
**FTE Salary £15,561pa**

**36 hours per week – All Year Round**

STEP Academy Trust is an exciting, dynamic place to work that can offer great opportunities to the right candidate. If you are ready to take the next step in your career, join us as we 'Strive Together for Excellence in Partnership'.

We are seeking to recruit a hardworking, dedicated individual with a keen interest in developing a career in HR to join our team.

**The suitable candidate will:**

- Support the HR team to deliver transitional HR services;
- Provide timely administration support;
- Support recruitment and learning and development activities;
- Develop and maintain positive relationships with key stakeholders;
- Maintain employee records and HR system;
- Assist in providing accurate HR/Managements reports;
- Support any ad-hoc related HR projects.

The post will be linked with an Apprenticeship HR Level 3 training at a local college.

**Requirements and prospects**

**Desired skills**

- Excellent ICT skills;
- Good communication skills;
- The ability to multitask and work well under pressure;
- A keen eye for detail;
- A willingness to learn and get involved.

**Personal qualities**

Self-motivated, effective communication, well organised, able to prioritise, reliable, flexible and approachable.

**Qualifications required**

GCSE (or equivalent) in English and Maths.

**Future prospects**

Possibility of permanent post within the HR team upon completion of the apprenticeship.

The Job Description/Person Specification and STEP Application Form can be downloaded from the STEP website – [www.stepacademytrust.org](http://www.stepacademytrust.org). Completed application forms with supporting statements written in line with the person specification should be returned by email to STEP Executive Secretary, Cheryl Gilbert – [recruitment@stepacademytrust.org](mailto:recruitment@stepacademytrust.org) - CVs are not accepted.

**Applications will be considered upon receipt and successful candidates will be contacted for interviews.**

STEP Academy Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment.

STEP Academy Trust believes that its workforce should reflect the local community and that all groups within the community should have equal access to the Trust's employment opportunities. We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age. Applicants must hold the right to work in the UK.

This post is subject to an Enhanced DBS check and satisfactory references.