



JOB DESCRIPTION

Job Title	STEP HR Apprentice
Hours	36 hours per week, all year round
Responsible to	HR Manager

Job Purpose:

Support the HR function in providing an efficient and streamlined service to the Trust with regard to all HR-related administrative tasks. This role has a wide remit which includes input to all HR admin and is an important support role to the Trust.

The post will be linked with an apprenticeship HR level 3 training at a local college.

Key Accountabilities:

- 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

Safeguarding commitment

STEP Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for this post.

Personal Development

Maintain a commitment to your own professional development. Be aware of changing employment legislation, new developments and innovations through the use of publications, internet and other resources. Stay informed about relevant changes and emerging themes within the sector.

Commitment to Equality and anti-racism

STEP Academy Trust has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

Commitment to Diversity

Take individual and collective professional responsibility for championing the Trust's anti-racism agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.

Green Statement

Seek opportunities for contributing to sustainable development of the Trust, in accordance with the Trust's Green Commitment. In particular, demonstrate good environmental practice such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction.

Data Protection

To be aware of the Trust's responsibilities under the Data Protection Act 2018 and GDPR and ensure compliance.

Confidentiality

You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence.

Health & Safety

Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

The post holder may be required to perform other than these duties given in the job description. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility. The job description is not a comprehensive statement of duties but sets out the main expectations of the Trust.

PERSON SPECIFICATION

Job Title: **STEP HR Apprentice**

Category	Essential	Desirable	Assessed by: Application Form	Assessed by: Interview	Assessed by: Task
Qualifications & Experience					
GCSE (or equivalent) in English and Maths	✓		✓		
Knowledge & Understanding					
Administration		✓	✓		
Skills & Abilities					
Excellent IT skills	✓		✓	✓	
Good communication skills	✓		✓	✓	✓
Ability to multitask and work well under pressure	✓			✓	
Excellent eye for detail	✓			✓	✓
Ability to prioritise workload and consistently meet deadlines	✓		✓	✓	✓
Personal Skills and Attributes					
A willingness to learn and get involved	✓			✓	
Self-motivated	✓			✓	
Reliable and approachable	✓			✓	