

LEEDS COLLEGE OF BUILDING

JOB DESCRIPTION

POST: **APPRENTICE ADMINISTRATOR - HUMAN RESOURCES**

RESPONSIBLE TO: **Human Resources Manager**

RESPONSIBLE FOR -

Main purpose of post: To provide an efficient and effective administrative service within the Human Resources Unit whilst undertaking a Level 3 Apprenticeship in HR Support.

Responsibilities:

1. To provide administrative assistance within the HR Team (e.g. use of Microsoft Office, filing, distributing information, organising meetings, photocopying, receiving incoming telephone calls and facilitating appropriate action).
2. To assist in the administration of the recruitment & selection process for the College including the production of related documents (e.g. advertisements, shortlisting, interview arrangements).
3. To assist in ensuring appropriate pre-employment checks and procedures are carried out.
4. To assist the Learning & Development Co-Ordinator as required.
5. To help maintain an accurate HRIS, and to produce standard reports with guidance from HR Manager and HR Officer.
6. To take accurate notes of HR/employee related meetings, type up minutes and distribute as appropriate.
7. To assist in maintaining accurate staff absence data, progressing information, monitoring of absence and providing reports as necessary.
8. To issue letters of appointment, notifications of changes of terms and conditions, and contracts of employment as necessary with guidance and support.
9. To produce and process as appropriate accurate and timely payroll/ salary data.
10. To maintain accurate filing systems.
11. To assist in the preparation of statistical information and reports for internal and external purposes as and when required.
12. To be aware of and abide by the College health and safety procedure and associated policies.
13. To proactively implement the College's policies and procedures.
14. To undertake any other relevant duties as may reasonably be requested by the HR Team or the Principal.

This job description will be reviewed annually as part of a process of performance review.

Please Note:

As Leeds College of Building meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subjected to a disclosure from the Disclosure & Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. Further information on disclosure can be obtained from www.disclosure.gov.uk

The College is committed to safeguarding children, young people and vulnerable adults and expects all staff to share that commitment.

Date: 6th June 2019	Issue: 2	Ref: Jobdesc/HR Apprentice
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PERSONNEL SPECIFICATION

POST: APPRENTICE ADMINISTRATOR – HUMAN RESOURCES

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
RELEVANT EXPERIENCE		Relevant experience of administrative work Relevant experience in a HR environment	Application form
EDUCATION & TRAINING	5 GCSEs (grades A*-C) including English Language & Maths or equivalent e.g. Level 2 qualification		Application Form Qualification Certificates
SPECIALIST KNOWLEDGE AND SKILLS	Ability to utilise Microsoft Word and Excel Good interpersonal and communication skills Good organisational skills Ability to work to deadlines High level of accuracy / attention to detail		Interview/Test
ADDITIONAL FACTORS	Genuine interest in working in HR Ability to handle sensitive information and remain confidential Flexible approach to work Flexibility to work across all College sites Commitment to customer care The College is committed to safeguarding children, young people and vulnerable adults. It is also committed to the 'Prevent Duty' and the requirement to prevent people being drawn into terrorism and expects all staff to share these commitments.		Interview

Please note that the College expects regular and reliable service from staff and does not wish to appoint individuals with a high sickness record where there is no underlying medical reason. Please note this does not affect any individual's rights under the Equality Act; the College would wish to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled staff who meet the essential criteria will be guaranteed an interview.