



Cambourne Village College
Sheepfold Lane
Cambourne
Cambridgeshire
CB23 6FR

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**HR Support Apprentice
Apprenticeship rates
30 hours per week, term time plus 5 professional days
Required – Autumn 2019**

Cambourne Village College is looking to appoint a HR Support Apprentice to assist the HR Manager with the day to day HR activities. Key duties within this role include:

- Learning the basics of employment legislation and best practice and be able to deal with basic queries from employees
- Recruitment administration – from writing adverts to writing contracts
- Monthly payroll collation
- General administrative support
- Maintaining accurate records and information such as appraisals, sickness records

Training

The successful applicant will work towards achieving a Chartered Institute of Personnel and Development (CIPD) qualification in HR Practice (Level 3), which they will be expected to complete within 21 months. You will be required to undertake the training as required by ICS Learn in addition to any on the job training.

Training will include:

Record, analyse and use HR data
Support resourcing, recruitment and talent planning
Support performance and reward management
Support best practice in managing employee relations and employment law
Support organisational change
Deliver effective Learning & Development activities

Skills required:

Excellent communication skills
IT skills – good knowledge of Microsoft Office (Excel, Word, Internet Explorer)
Excellent time management skills and ability to work on own initiative
A can do attitude and willingness to learn on the job
Excellent organisational skills and ability to prioritise and carry out multiple tasks
Use problem solving skills

Personal Qualities

We are looking for candidates who can demonstrate administration skills and experience. Attention to detail, good organisational skills, a keen interest in HR and the ability to provide an excellent service to our employees will be key. Applicants should be aware of confidentiality and be confident IT users. Excellent communication skills are a must. You must be a confident, friendly and reliable individual and be able to follow instructions and work to deadlines.

Future Prospects

Should any suitable permanent vacancies arise during the duration of this apprenticeship full consideration would be given to the apprentice appointed.

To apply for this position please submit an application form and covering letter to Mrs Josephine Jenkins HR Manager, via email on jjenkins@cambournevc.org by midday on Thursday 10 October 2019. Interviews will be conducted w/c 14 October.

The Cam 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. Successful candidates will be subject to an enhanced DBS check, barred list check and a medical questionnaire.