

## Job Description

**JOB TITLE:** HR Support Apprentice

**Hours of work:** 30 hours per week, term time plus 5 professional days

**Grade & Pay** - Apprenticeship rate

The post holder will be based at Cambourne Village College but will occasionally be expected to travel to other schools within the Trust for training events, team meetings or other events.

### Line of Responsibility

The post holder is directly responsible to the HR Manager

### Job Content

The post holder is responsible for providing HR support to Cambourne Village College and the Trust Team including:

- Acting as first point of contact providing appropriate responses or following up having taken suitable advice
- Ensuring that DBS checks for all staff, volunteers and external individuals are carried out
- Assisting with the maintenance of the College's Single Central Record (SCR)
- Entering data on the College's MIS
- Producing the ID cards for students and staff
- Maintaining the absence/sickness records for staff and escalating any absences when necessary
- Being actively involved in the recruitment activity for teachers and support staff including producing adverts and job descriptions, posting them on relevant portals, dealing with applications, preparing interview packs, obtaining references and arranging interviews
- Ensuring that all new starter documentation is produced, and pre-employment checks are completed for all employees.
- Ensure contracts are issued and returned
- Participate in relevant meetings to develop own professionalism and knowledge base
- Ensure that all filing is up to date and personnel files are maintained to a high level (both paper and electronic)
- Assist in the storage and archiving of completed recruitment files and leavers
- Maintain staff lists and organisational chart
- Carry out other relevant duties as determined by the HR Manager.
- Support Induction programmes as directed by the HR Manager
- Support PM programmes as directed by the HR Manager
- Support best practice in managing employee relations and employment law as directed by the HR Manager.

### **Conditions of Employment**

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).
- The post-holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- To uphold the school's policy in respect of child protection matters.
- The Governing Body 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 Disclosure and Barring Service (DBS) check will be carried out for the successful candidate.
- S/he shall be subject to all relevant statutory and institutional requirements.
- The post-holder may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post-holder.
- All staff participate in the school's performance management scheme.