



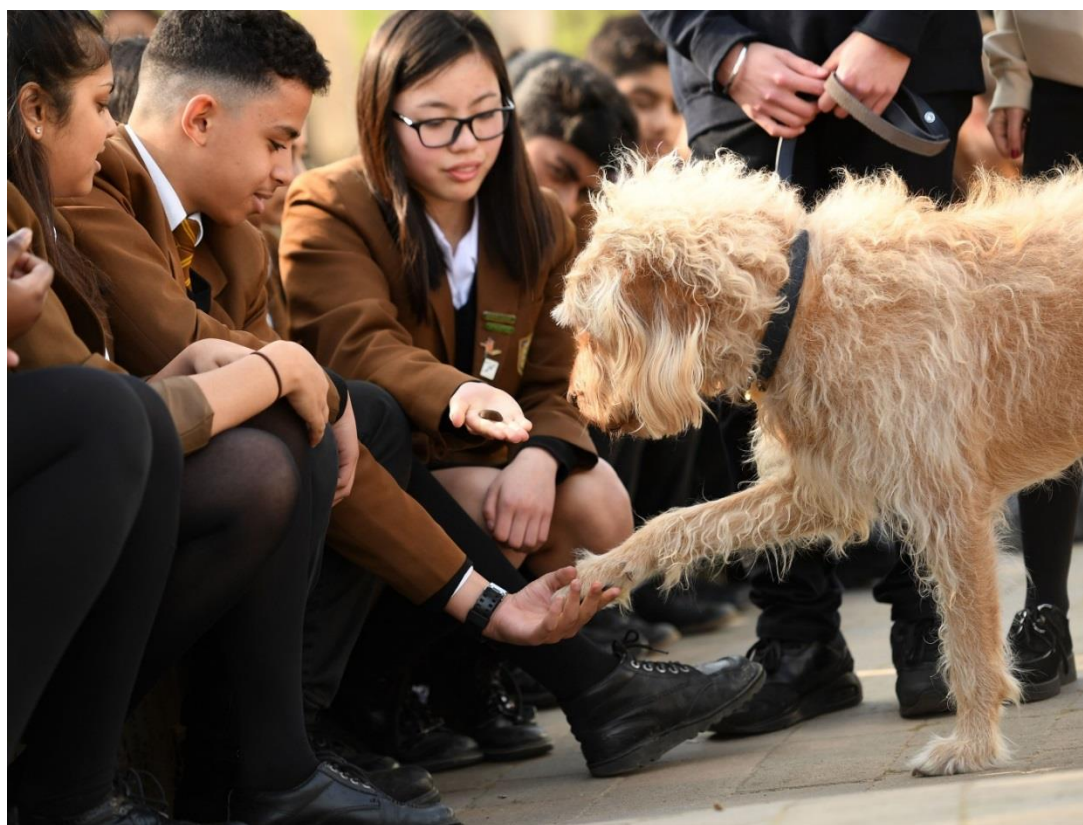
**Beacon Academy Trust**  
A COMPELLING VISION FOR SUCCESS



Education, training, skills and employment services on one campus to raise standards in education for ALL

## **Beacon Multi-Academy Trust**

### **HR Administrative Apprenticeship**



**Thank you for expressing an interest in becoming an HR Administrative Apprentice**



# Beacon Academy Trust

A COMPELLING VISION FOR SUCCESS

HR Administrative Apprentice

36 hours, 52.14 weeks per year

22 days Annual Leave in addition to 8 Bank Holidays

12 - 18 Month Fixed Term Contract

Salary: £212.40 p/week

Closing date: 15 October 2018

Beacon Multi-Academy Trust comprises of five provisions, located in the London Borough of Redbridge. Established since 2014, our mission is to work together to raise standards in education for all, as we believe every young person deserves the best education possible. Our core purpose and vision is simple: we want all students to reach their full potential; through high expectations inclusive practice; with our schools at the heart of the communities they serve.

We are seeking to appoint an HR Administrative Apprentice to support a busy HR team. The HR Apprentice will be required to undertake administrative duties in all general HR areas such as recruitment, new starters and leavers, maternity, annual leave and sickness absence.

Administrative duties will include the following:

- Answering telephones
- Checking and responding to emails
- Filing
- Shredding
- Data entry
- Producing letters

The Trust is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. The below documents must be read prior to applying for this role and will be factored into interviews:

[Keeping Children Safe in Education](#)

[BMAT – Safeguarding and Child Protection Policy](#)

Enhanced DBS (with list checks) is required for this post.

Further information and an application form can be found at [www.beaconacademytrust.co.uk](http://www.beaconacademytrust.co.uk)

Please forward your electronic applications to [beasuccess@beaconacademytrust.co.uk](mailto:beasuccess@beaconacademytrust.co.uk)

**Please note, we reserve the right to close or extend this position, therefore we would urge candidates to submit an application as soon as possible**

## **HR Administrative Apprenticeship**

**Reporting to:** Senior HR Officer

**Level:** Apprenticeship

**Role Aim:** To provide an effective and efficient HR service for the efficient conduct of the Beacon Multi-Academy Trust

### **Key Responsibilities / Accountabilities:**

- To be the first point of contact for all HR related queries
- Provide administrative support and cover for the HR department
- To administer activities associated with the entire employee cycle such as recruitment, induction, new joiners, performance management, training and development, and leavers
- Contributing to the successful achievement of team plans by undertaking administration processing work efficiently and reporting on the progress until completion
- To ensure that all employee data and personnel files are secure, accurate, up-to-date and fully compliant with all relevant legislation
- Maintain and update the HR system
- To understand the nature of this role and to ensure confidentiality
- Manage holiday and sickness calendar
- Help with the smooth running of the office including maintaining and replenishing office supplies
- Organise internal and external meetings including logistics, i.e. booking meeting rooms, order refreshments/food and necessary equipment

### **Technical and Behaviour Criteria**

- Excellent organisation and administration skills
- Excellent written and verbal communication skills, including telephone skills
- Excellent IT skills, and proficient in the use of IT packages
- Ability to work as part of a team but also on sole assignments
- Commitment to and understanding of equal opportunities and safeguarding
- A good understand of the need for confidentiality
- The ability to absorb information readily and speedily and work under pressure
- Excellent team working skills, and support colleagues
- Pragmatism and a 'can do' attitude
- Attention to detail
- Able to build strong relationships across all parts of the business
- Flexibility as the role may require working between Schools/Academies within the Trust

The above mentioned duties are neither exclusive nor exhaustive, the post holder may be required to carry out such other duties as requested by management that are broadly within the level of the post.