

HUMAN RESOURCE APPRENTICE

Fixed term contract for 18 months, commencing September 2019

Reports to: Director of HR and Strategy

Salary £11,160 per annum

37 hours per week and working all year round

Holidays 25 days per annum and 8 public holidays, plus local government pension scheme

Minimum age 18.

Study: Level 3 HR Support apprenticeship standard –fully funded

Location: Trust Head office, Bowdon, Altrincham, with some travel to our other schools

Background

Bright Futures Educational Trust (BFET) is a partnership of schools based in the North West. Our aim is to provide a quality education that opens real choices for every one of our pupils, raising aspirations and helping every child to achieve their ambitions, no matter their background. The Trust currently has seven partner schools.

Bright Futures Educational Trust is establishing itself as a leader in educational excellence. The Trust's vision of, the best *for* everyone, the best *from* everyone is evident in everything we do.

We inspire excellence and believe in nurturing the abilities of all within our schools and communities. Our values of Community, Integrity and Passion enable us to empower our young people to build purposeful lives and have the courage and confidence to make a positive contribution to society.

The post holder will form part of the virtual HR team in the Trust, which comprises of the Director of HR and Strategy and 2 HR Advisors, one based in Manchester and the other in Blackpool.

The post will be based at our head office in Bowdon and in order to enhance learning and experience, the role holder will be expected to work from our other schools from time to time. Costs will be reimbursed as in accordance with the Trust's Travel and expenses policy. A driving licence and access to a car would be desirable.

Job Description

Key purpose of the role

The role holder will undertake the administration relating to new and changed employment contracts/terms on behalf of all of the Trust's schools. The role holder will also research and compile regular HR management information and statutory 'people' reporting under the supervision of the Director of HR and Strategy.

Through the above and other HR projects supervised by the HR team, the role holder will gain experience across a range of HR activities to support his or her learning to achieve the level 3

apprenticeship standard. As part of the apprenticeship the role holder will become an associate member of the Chartered Institute of Personnel and Development (CIPD).

The apprentice standard will be fully funded and time off work will be provided to undertake training provided by a government approved training provider.

Specific Responsibilities

1. Contract administration

On behalf of central trust and all schools

- Using the identified process, identify the requirement to produce statement of particulars, amendment letters and other contractual letters with any attachments for staff, for:
 - New starters
 - Leavers
 - Changes for existing staff e.g. working patterns, role changes
 - Maternity leave/other family leave notification letters
 - Sick pay amendments

- Refer to the payroll provider for pay calculations as necessary, to include in any of the above

- Produce accurate and professional letters/documents to be securely sent to schools for signing and distribution to the relevant members of staff

For central trust posts

- Undertake DBS checks for central trust staff, as requested by the Director of HR and Strategy and maintain and ensure accuracy of the Trust's single central record
- Maintain and update accurate records of holiday entitlements for central trust staff
- Retain and store in an appropriate filing system accurate HR records of all staff details including terms and conditions of employment, pay scales, absence, formal meeting outcomes, in accordance with Data Protection requirements and any other relevant regulations.
- Undertake the recruitment and selection administration for central team recruitment, as and when required

2. Producing people management information

- Using the payroll system/information provided by the payroll supplier to compile termly and then annual MI, using national benchmarks as comparators, as follows:
 - Sickness absence, by days lost, %, sickness types
 - Special leave, days lost, %, absence types
 - Family friendly leave analysis
 - Voluntary turnover and leaver analysis

- Continuously improve the system for collecting teachers' annual pay progression information from schools and compiling reports

- Producing the MI in easy to read and visual formatting

- Undertaking ad-hoc requests for people data
- Using Microsoft office tools develop new starter and leavers questionnaires and produce analysis reports
- Using Microsoft tools and/or survey monkey identify and put in place a staff survey and an analysis report, which gathers staff engagement levels

3. Statutory reports

Under the supervision of the Director of HR and Strategy:

- Establish a system with schools to gather the information needed to produce the statutory annual Trade Union facilities time report.
- Work with Finance to establish a system to gather the information needed to produce the statutory annual Gender pay analysis, for the HR team to turn into a report.
- As directed by the HR team, be prepared to produce other potential statutory analysis e.g. ethnicity pay gap reporting, Leadership and staff pay ratios

4. HR Policy research and development and projects

- Support the HR team in researching and then continuously improving HR policies, procedures and guidance
- From time to time take part in HR initiatives in support of individual schools or on Trust wide initiatives

5. HR case work

- Under the supervision of a member of the HR team provide HR support in case work. This could range from attending meetings to take minutes, undertaking some background research in support of a case or attending low-risk meetings as the HR advisor.

6. General Responsibilities

- To use initiative in time management to organise own workload in order to meet deadlines.
- Maintain an up to date knowledge of employment legislation and practices and proactively identify future changes.
- Support individual schools on HR matters as and when the need arises.
- To provide cover for other administrative colleagues when required.
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as they arise.
- Be aware of and support difference to ensure equal opportunities for all.
- To attend and participate in relevant meetings as required.
- Help to identify own personal development needs.

Bright Futures Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure by the Criminal Records Bureau. The post is exempt from the Rehabilitation of Offenders Act 1974.

Person Specification
Candidates must be 18 years or over at the time of appointment

	<i>Essential</i>	<i>Desirable</i>
Relevant Experience, qualifications and training	<ul style="list-style-type: none"> • A minimum of five GCSEs, including maths and English 	
Knowledge, skills, abilities	<ul style="list-style-type: none"> • Ability to manage own workload effectively and to work collaboratively. • Excellent general ICT skills including use of Office suite of applications, in particular word and excel. • Excellent written and verbal communication skills. • Proven organisational skills. • Excellent troubleshooting and problem resolution skills • Ability to relate to adults and children • Tact, diplomacy and absolute confidentiality in handling staff matters 	
Other	<ul style="list-style-type: none"> • Self-motivated with a drive to complete tasks to the required time scales and quality and compliance standards. • Flexibility to adapt to changing workload demands. • Personal commitment to the Trust's values and commitments • Personal commitment to the CIPDs professional conduct code • A commitment to further training and a willingness to participate in relevant CPD. • A positive approach to challenges, seeks solutions to problems and addresses difficulties with cheerfulness and good humour. • 	Driving licence and access to a vehicle.
Safeguarding	<ul style="list-style-type: none"> • Willingness to consent to apply for an enhanced disclosure DBS check. 	