

**Bright Futures Educational Trust**  
**The best for everyone, the best from everyone**

## **HUMAN RESOURCE APPRENTICE**

**Ref:**

**Contract Type:** Fixed Term until February 2021 (commencing September 2019)

**Hours:** 37 per week

**Salary:** £11,160 per annum (£5.80 per hour)

**Based:** The Lodge House, Cavendish Road, Altrincham, Cheshire WA14 2NJ

**Closing Date:** Friday 28 June 2019

**Shortlisting & Interview Dates:** TBC.

**Overview:**

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.

This is an exciting opportunity for someone who wants to experience a broad range of generalist work in human resources and undertake a fully funded level 3 HR apprentice standard.

**What you will be doing:**

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.

**What we need from you:**

- Minimum age 18 at time of starting.
- Willingness to learn and work hard
- Personal commitment to the CIPD's professional conduct code
- Minimum of 5 GCSEs including maths and English
- Excellent ICT skills, including proficient use of word and excel
- Willingness to travel and work from our schools

See the link to our website for the full **Job description and person specification**  
<http://bfet.co.uk/vacancies/>

**Bright Futures Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure & Barring Service. This post is exempt from the Rehabilitation of Offenders Act 1974**

### **Who are we?**

**Bright Futures Educational Trust**  
**The best *for* everyone, the best *from* everyone**

Bright Futures Educational Trust (BFET) was established in 2011 and comprises 7 schools in the Great Manchester and Blackpool areas, a teaching school (Alliance for Learning), Maths Hub and School Centred Initial Teacher Training and the central head office team.

The head office team, comprises the Executive team: CEO, Chief Operating Officer, Director of Education, Director of Teaching School and Partnerships and a Director of HR & Strategy. This apprentice role will form part of the head office team. The focus of all of these roles is to work with schools, providing high quality and timely guidance, challenge and support. The finance operations of all our schools are centralised in two hubs, reporting to the Chief Operating Officer. Similarly, HR support is overseen by our HR Director. Our central support also includes an in house and highly innovative Education Psychology team. You can find out more about the central services offered to our schools on our website: <http://bfet.co.uk/about-us/>

### **What we can offer you**

- A fully funded level 3 HR support apprenticeship standard
- £11,160 per annum, which is £5.80 per hour
- 25 days paid holiday plus an additional 8 paid public holidays
- Local government pension scheme
- Plenty of opportunities to learn about human resources!

### **How to apply**

Complete the application form and associated document, on our website:

<http://bfet.co.uk/vacancies/>

Email the application form and letter to [vacancies@bfet.uk](mailto:vacancies@bfet.uk), or post it to be received by Monday 13 May 2019. Please post to: Bright Futures Educational Trust, The Lodge House, Cavendish Road, Bowdon, Altrincham, WA14 2NJ.

Closing Date: Friday 28 June 2019

Selection process: dates to be determined