



JOB DESCRIPTION

Job Title: HR & Payroll Administration Apprentice

Location: HR Department, currently based at Liphook School

Responsible to: Head of HR

Liaises with: Senior Leadership, Schools across the Trust, All Employees

Job Purpose:

The purpose of this role is to play a key part in the delivery of a comprehensive HR service to Bohunt Education Trust, with particular responsibility for HR administration

Main Duties

Data Management

- Assist the HR Administrator to maintain an accurate and up-to-date Single Central Register (SCR) for BET
- Keep up-to-date with changes in legislation around Safeguarding
- Ensure up to date knowledge of General Data Protection Regulations
- Maintain an accurate and up-to-date paper and electronic filing system for personnel records including data input into SIMs
- Respond to ad hoc requests for information
- Re-organise and maintain HR shared drives

Pay and Benefits Administration

- Assist the HR Administrator with accurate input into Oracle system for monthly payroll, ensuring processed in line with audit and legislative requirements
- Produce a range of HR letters and correspondence (e.g. variation to contract letters, letters relating to pension etc)
- Assist HR Administrator to process staff appointment documentation for successful candidates, including offer letters, contracts of employment and all pre-employment checks, including DBS and reference checks
- Respond to requested references for eg rental, mortgage
- Keep up to date with knowledge of pay and benefits in the Education sector
- Assist staff with queries relating to pay, pension, tax etc

Learning and Development

- Develop and maintain a staff training record for BET staff of statutory training, e.g. Safer Recruitment

Recruitment and Selection – Bohunt Education Trust

- Process and respond to all applications, whether successful or not
- Arrange interview and assessment processes and oversee to ensure they run smoothly and are a positive experience for candidates
- Provide feedback to candidates after interview, whether successful or not

Employee Relations

- Keep up to date with relevant legislation and best practice in HR
- Assist with queries with reference to HR policy and practice
- Provide support to ER casework, eg note-taking at meetings, typing minutes

General

- Assist with the development and implementation of new HR systems, processes and procedures
- Cover for absent colleagues and undertake other duties commensurate with the role
- Undertake any other reasonable requests from Head of HR, HR colleagues or other Trust leadership

Person Specification

Skills

- Self-organisation
- Accuracy and attention to detail
- Customer service
- Written and oral communication
- Integrity, discretion and confidentiality
- Word, Excel and the ability to pick up new systems

Behaviour

- Utmost confidentiality, professional and calm
- Keen to develop and interested in HR