

# HR Apprentice Job Description



The HR Apprentice is responsible in the first instance to the Support Services Manager. Your specific duties include:

- Support the staff recruitment process by posting roles on the Mires Beck Nursery website and on appropriate recruitment websites; create shortlisting packs, schedule interviews, create interview packs, prepare offer letters and contracts of employment.
- Administer the new starter processes for staff, including reference checks, DBS checks, confirmation of Right to Work in the UK and the creation of employee personnel file.
- Administer the new starter process for volunteers, including reference checks, DBS checks and the creation of the volunteer personnel file.
- To assist with payroll and holiday calculations and administration.
- Input new starters and leavers into SchoolPod database.
- Provide administration support for the Staff and Volunteer Induction process.
- Assist with the new starter process for service users, including the creation of service user files and letters to parents/carers.
- Assist with the review process for service users, including sending documents to Supervisors/Team Leaders to request information for the review, and typing up the review report and updating the risk assessment.
- Handle day to day queries effectively using interpersonal skills and communicating through various methods.
- Take minutes/notes at meetings, as requested by the Support Services Manager.
- Be aware of relevant company rules and policies
- Ensure compliance with health and safety regulations.
- Attend meetings and training courses as requested by the Support Services Manager.

This Job Description will be reviewed and developed on a regular basis, at least annually, to reflect the on-going development of the organisation.

Signature..... Date.....

Name.....

Date Prepared: March 2020