



**St Lawrence
Academies Trust**
Stronger Together

Human Resources & Admin Apprentice



**St Lawrence
Academies Trust**
Stronger Together

Community

Integrity

Aspiration

Hope

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Human Resources & Administration Apprenticeship

37 hours per week full time

£12,347 per annum (Apprentice rates)

This is an exciting opportunity for an individual to kick start their career in HR and gain valuable hands-on experience in a dynamic and fast paced environment. The function of Human Resources (HR) is to coordinate all aspects of the employment lifecycle including recruitment, onboarding, training, organisational change and leaver processes. We also support the Trust in managing staffing issues such as performance, conduct, attendance and conflict resolution. As a new Apprentice joining the team your focus will be providing recruitment, payroll and contract administration for the Trust and our partner schools.

This broad and varied role will require you to handle sensitive and confidential information discretely and with professionalism. The successful candidate will:

- Be an effective communicator (written and oral)
- Be organised and have the ability to prioritise tasks
- Have well developed ICT skills and previous administrative experience
- Work efficiently in a challenging environment, working accurately with attention to detail, and meeting deadlines
- Be flexible to support meetings out of hours and across different school sites

For the right candidate we can offer:

- Attractive annual leave entitlement
- Membership of the East Riding Pension Fund
- A bespoke programme of induction and professional development personalised to the individual
- Flexible working hours

For further details about the role and to complete an application form, please [CLICK HERE TO APPLY](#)

The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be subject to enhanced DBS checks and satisfactory references, including your suitability to work with students.

For an informal discussion about the role please contact the HR Manager, Becky Noble on 01724 747310 or email HR@slatrust.co.uk.

Closing Date : 4th September 2024 9:00 am Interviews: 16th September 2024



Welcome from the Trust Board of Directors

Dear Applicant

Thank you for your interest in the position of Human Resources and Administrative Apprentice.

We are, as you will read, a new church based Multi-Academy Trust wanting to serve the young people and communities that our schools are set in. We seek to provide an education and environment which will enable each of our students to grow, thrive and reach their full potential, so they then go on to make a significant contribution of their own, throughout their lives, wherever they may be.

We believe in excellence and we are looking for a new Apprentice who will, along with the excellent staff we believe we have within the Trust, help us to achieve this goal. We also believe in education as something which develops the whole person to play their part in today's world.

For the right person we believe this is an exciting opportunity to make a difference, not only to the individual lives of both staff and students of the schools, but also to the wider Trust.

As a 'young' Trust we are looking for somebody who will work with us to help shape the Trust and to be willing to build, share and receive learning and experience across the family of schools that we are seeking to build.

So, thank you for reading this far. For the right person we believe we have a very special role to offer in a much underrated part of the world in which to live. Please read on, and if you feel you can meet our hopes and aspirations, we look forward to receiving your application.

Best wishes

David Court

David Court
Bishop of Grimsby
Chair of the Board of Directors



Welcome from the Chief Executive Officer

This is an exciting time for a motivated and enthusiastic person to join the Trust. You have the opportunity to work with and support an amazing team of staff and fantastic children at our partner schools.

St Lawrence Academies Trust is a new and growing Church of England Multi Academy Trust, based in the Diocese of Lincoln. We are currently a Trust of three schools, having been recently formed as part of the Lincoln Diocese MAT strategy.

As a new growing Trust, in recent months we have increased our central team with excellent practitioners and leaders of school improvement. They will work with Headteachers to ensure a high quality of education and an environment in which students can flourish.

Our aim is to allow schools to become stronger by working together. The delegated responsibilities to schools allows our school leaders to have the flexibility to make curriculum and pedagogical decisions that drive school improvement for the children in their care. Our strong and experienced central team provides the valuable business, operational and educational support services that allow school leaders to focus on the provision and outcomes of children.

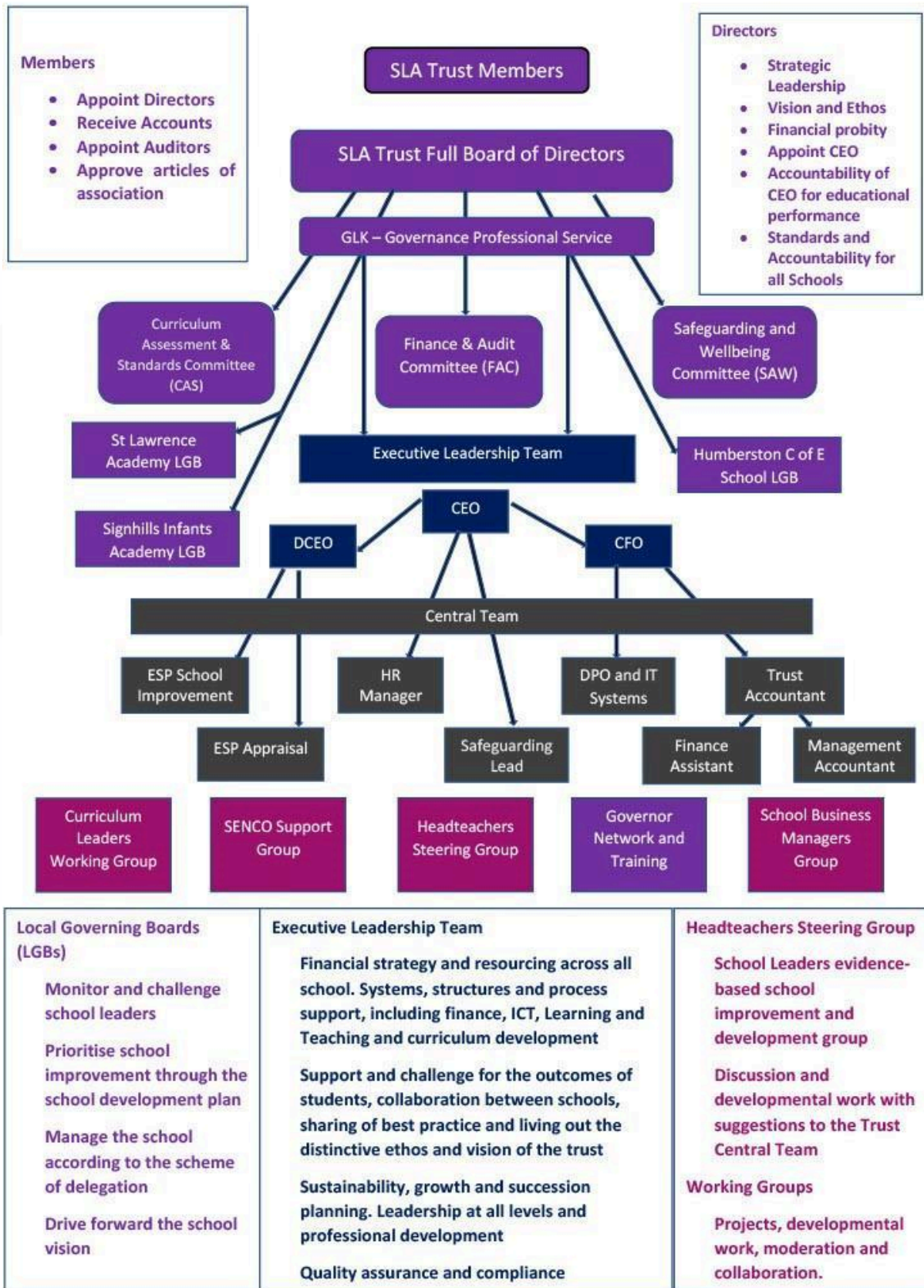
By working together we draw **strength for today** and give **bright hope for tomorrow**.

We embrace children and staff from both church schools and non-church schools, across both the primary and secondary age range. Provision and opportunities across the Trust must nurture our students and allow them to flourish, by helping them find the things they enjoy and are good at. We want them to become the leaders of the future. As a Diocesan Trust, Christian values and the exploration and understanding of the Christian faith underpins our work.

Mike Adnitt
CEO The St Lawrence Academies Trust

 <p>St Lawrence Academies Trust Stronger Together</p> <p><i>We pride ourselves on celebrating the uniqueness of each of our partner schools.</i></p>  <p><i>Schools are stronger when working together. Collaboration is at the heart of our offer.</i></p>	<p>Help to shape the future direction of the Trust.</p> <p>Be part of something new, exciting and different!</p> <p>Freedom to develop a curriculum that meets the needs of your children.</p> <p>Receive excellent Trust support for finance, budgeting and facilities services.</p> <p>Have opportunities to collaborate.</p> <p>Benefit from having school leaders freed up to focus on the education of pupils.</p> <p>Be supported by a Trust central team of experienced school leaders.</p> <p>Strength for Today, Bright Hope for Tomorrow</p>	<p>Community Integrity</p>  <p>Aspiration Hope</p> <p>Please contact our CEO, Mike Adnitt</p> <p>www.slatrust.co.uk</p> <p>01724 747310</p>
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Staffing Structure



Job Description

Job Title: **Human Resources & Administration Apprentice**
Grade: Apprentice Rates
Reporting to: HR Manager
Team: Central Team, Kirmington offices

Role Purpose:

The HR & Admin Apprentice will work within the Central Team and provide general HR administration support, as required by the St Lawrence Academies Trust, working across sites as necessary.

Duties and Responsibilities:

The post-holder will be expected to undertake a variety of HR administrative duties both independently and under supervision. To provide first line HR support when necessary to ensure staff queries are dealt with professionally, accurately and in a timely manner.

Areas of work to include:

Recruitment

1. Place adverts on the relevant job boards including administration of the FACE-Ed recruitment portal.
2. To undertake the administrative duties associated with recruitment, including interview invite letters, references, and conditional offers through to post offer employment documentation and filing.
3. Conduct pre-employment checks in accordance with the Safer Recruitment Policy with regard to Right to Work checks, DBS, References, Qualifications, Medical checks and overseas police checks, etc. Ensure all checks are completed in a timely manner and prior to the commencement of employment.
4. Check all pre-employment documentation associated with the Disclosure and Barring Service (DBS) and raise any concerns with the line manager.
5. Identify any unsatisfactory clearances and report to the HR Manager.

Payroll Administration

6. To complete payroll data inputting on a monthly basis, ensuring documents are correctly authorised and processed and that any queries are raised.



7. To check timesheet claims for accuracy and compliance with policies and regulations. Calculate any additional payments/allowances as appropriate.
8. Ensure payroll instructions are processed within given deadlines.
9. To assist with monthly payroll sign off as and when required.

Contract Administration

10. To assist with the management of data within the HR information system (SAMpeople).
11. Under supervision, prepare employment contracts, changes to employment terms and conditions letters. Ensuring they are accurate and issued in a timely manner.
12. To maintain accurate and up-to-date HR spreadsheets such as Payroll, recruitment as required.
13. Accurate and timely data inputting onto the HR database, including new starters, leavers, contractual changes, maternity, paternity, absence and annual leave, etc.

Other Duties

14. To assist in maintaining Single Central Records for all establishments and undertaking training to enable safer recruitment of staff.
15. To ensure personnel files are audited for compliance with GDPR.
16. To assist with the digitisation of all HR records, including information held on personnel files.
17. Support with various projects including employee engagement, policy updates and process improvement.
18. To undertake administrative support tasks for the Senior Leadership Team including diary management, servicing meetings and general administrative support.
19. To communicate sensitively with a wide range of people, including colleagues, external contacts and the public.
20. To maintain information in a confidential manner.
21. To undertake Continuing Professional Development (CPD) and training to update skills and knowledge.
22. To carry out all duties in accordance with Trust policies, including the Equality and Diversity Policy, Safeguarding policies and Health and Safety Policy.
23. To carry out other such similar duties that may be reasonably required by the HR Manager, Senior Leadership Team or colleagues in the central team.

Person Specification

Job Title: **Human Resources & Administration Apprentice**
 Grade: Apprentice Rates
 Reporting to: HR Manager
 Team: Central Team, Kirmington offices

		Essential/ Desirable	Evidence
Qualifications	English and Maths GCSE (or equivalent)	E	A C
	Business Administration Level 2	D	A C
	Willingness to undertake HR Support level 3 qualification and meet the entry requirements	E	A
Experience	Previous experience working in an administrative/customer service role	D	A I R
Knowledge, Skills and Abilities	Effective interpersonal and communication skills	E	A I R
	IT skills including using Microsoft office/google	E	A,T
	Ability to maintain confidentiality and deal with sensitive information with discretion	E	A I R
	Ability to work accurately, with attention to detail	E	A I R
	Exceptional time management, organisational and prioritisation skills	E	A I R T
	Ability to work in a team and on own initiative	E	A I R
Personal Qualities	With prior notice ability to work out of hours to service meetings as required	D	
	With prior notice ability to transport self to partner schools as required	D	

Key: E Essential D Desirable
 A Application Form C Certificates
 I Interview R References
 T Test

How to Apply

For applicants who would like a discussion with the HR Manager of the Trust, please contact Becky Noble on 01724 747310 or bnoble@slatrust.co.uk

To apply, please visit our online recruitment portal at:

[CLICK HERE TO APPLY](#)

Closing Date: 4th September 2024 at 9:00 am

Interviews: 16th September 2024

