

# The LETTA Trust

## HR Assistant (Apprentice)

### Trust Central Services

### Job Description



**Salary grade:** £8.24

**Hours:** 35 hours per week term time + 2 weeks paid additional study leave

**Contract type:** 18 months

**Responsible to:** HR Manager

#### Purpose of the job

The HR Apprentice will perform a range of human resource functions that will support the LETTA Trust's central operations and school improvement teams.

#### Main duties & responsibilities

1. Assisting with general employee &/or learner processes such as recruiting, vetting and assisting with interviews
2. Providing administrative support for Recruitment including interview schedules, references, candidate management, offers, acceptance and rejections
3. Providing clerical and administrative support to the LETTA Trust's central operations and school improvement teams, including letters, queries, file set up and management, producing/amending contracts etc.
4. Compiling, organising and updating papers and digital records
5. Inputting into the HR systems to ensure accurate and complete records are maintained
6. Supporting HR related training programmes and workshops, such as induction activities and open events
7. Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc)
8. Coordinate HR related projects (meetings, training, surveys) and take minutes
9. Deal with employee and learner requests regarding human resources issues, rules, and regulations
10. Liaise with outside agencies and professional bodies on behalf of the Trust and ensure that messages, mail & memorandums are distributed efficiently
11. Maintain the organisation and general appearance of the office environment

#### General duties and responsibilities

1. Show commitment to the Trust, its inclusive ethos and equal opportunities for all in the school community, opposing strongly any form of discrimination

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2. To participate in the Trust's performance management scheme, ensuring that objectives are set & met within the agreed time-scale
3. To work between LETTA Trust schools as required, and expect to be working off-site on occasion
4. To attend all meetings and training required for the role
5. To work with leaders to meet the aims and objectives of the Trust
6. Support the Trust's statutory policies, e.g. health and safety, disability discrimination act, equal opportunities
7. To safeguard and promote the welfare of pupils and follow the child protection procedures adopted by the Trust.
8. Undertake any professional duties commensurate with the grade of the post

#### Notes

- This job description is illustrative of the general nature and level of responsibility of the work. It is not a comprehensive list of all tasks that the post holder will carry out
- The job description may be amended at any time in consultation with the post holder

**Line manager's signature:**

**Date:**

**Post holder's signature:**

**Date:**