

JOB DESCRIPTION

<u>JOB TITLE:</u>	Apprentice HR Assistant
<u>SALARY:</u>	£4.99 per hour
<u>CONTRACT PERIOD:</u>	Fixed-term contract (12 month)
<u>BASE:</u>	R/O Engage South West, St Levan Road, Milehouse, PL2 3BG
<u>REPORTS TO:</u>	HR Senior
<u>NOTICE PERIOD:</u>	1 calendar month.
<u>HOURS:</u>	37 hours per week, worked over 5 days. However, some flexibility may be required to accommodate the needs of the post.

OVERALL AIMS OF POST:

To support the HR Senior and Central Services team to help to meet the administrative needs of the organisation.

HUMAN RESOURCES (HR) AND ADMINISTRATION:

- To assist the Managers and HR Senior in the recruitment and selection process, including DBS checks, inductions and the set up of systems for new staff.
- To assist with all HR documentation such as preparing letters and contracts of employment by using templates.
- To assist the HR Senior to monitor staff records on a regular basis using different monitoring systems, such as Charity Log, Excel, etc.
- To help to maintain HR filing and records, paper-based and electronic, in line with the organisation's requirements.
- To assist the HR Senior with arranging organisational training and providing monthly training reports.
- To arrange meetings, functions, refreshments and appropriate facilities as required or in liaison with other teams.
- To assist the Finance Team with related tasks such as travel expenses as required.
- To maximise the use of organisational resources and ensure cost and time effectiveness of any system and procedure that are in use.
- To answer daily enquiries that are received via phone, email, post or in person.
- To undertake other duties that may reasonably be required by the Chief Executive, MT and Board of Directors.
- To comply with all aspects of the policies and procedures of Colebrook in accordance with legislation and good practice, complying with Data Protection Act requirements and promoting equality and diversity.
- To remain active and involved in personal development opportunities, training and participate in supervision and performance appraisals as required.
- To promote open and honest communication and to work as part of the Team to develop Colebrook's strategic direction and deliver organisational objectives.

Please Note: All job descriptions are reviewed on an ongoing basis. There is an expectation that all the above duties / tasks can be performed by the employee to meet the changing needs of services and / or clients.

COLEBROOK SOUTH WEST LTD

PERSON SPECIFICATION

PLEASE NOTE: Each application will be assessed against the criteria that are essential for this post and it is on this basis that applicants will be short listed for interview. It is therefore vital that these criteria are clearly demonstrated both on your application and at an interview.

Qualifications & Training

Essential

- General education to GCSE / O level standard or equivalent including English and Maths

Experience & Knowledge

Essential

- Understanding and knowledge of setting up and maintaining paper based and electronic personnel files to consistent standards
- Experience or knowledge of generating formal documentation from templates
- A working knowledge of word processing and excel spreadsheets using Microsoft Office (Excel, Word, Outlook, PowerPoint)
- Knowledge of working with IT systems and an experience of using internet browsers and social media
- An understanding of the HR role and its value to the organisation

Desirable

- General customer service and admin experience

Skills & Competencies

Essential

- Organisational skills and good attention to detail
- Interpersonal, communication and telephone skills
- Ability to work on own initiative
- Letter and report writing experience
- Able to receive constructive feedback
- Able to prompt others to provide the information that is required for the task completion

Individual Qualities

Essential

- Interest in HR
- Ability to maintain confidentiality
- Positive and optimistic attitude
- Willingness to work with guidance and undertake training to continue professional development
- Ability to work in a fair and non-discriminatory manner
- A team player who is supportive and self-motivated
- Commitment to working proactively in an environment of change
- Able to identify stress in self and discuss with manager

**Please note some of the 'desirable' statements are essential to the role
but they can be taught during the probation period**

Name

Signature

Date

Line manager

Post holder
