
Post Title	Apprentice Administration Assistant - Human Resources
Location	Craven College, Skipton (Multi-site)
Rate of pay	National Apprenticeship Rate
Hours	37 hours per week
Responsible to	HR Adviser, working closely with the Human Resources Assistant
Background Information	A golden opportunity has arisen for an enthusiastic apprentice who is a proficient administrator with good numerical, literacy and interpersonal skills to develop a career within Human Resources or related Business profession.
Closing Date	Sunday 17 March 2019
Interview Date	TBC
Post No.	B895

If you experience any difficulties in accessing any employment information or completing the College application form, please contact Lindsay Smith (Human Resources Assistant) lsmith@craven-college.ac.uk

MAIN JOB PURPOSE

To support the Human Resources Department in the delivery of an effective and efficient administration service.

KEY DUTIES AND RESPONSIBILITIES

This job description is a guide to the duties you will be expected to perform immediately on your appointment. These may change in the future in line with the strategic direction and development of the College:

- To support the HR Adviser in all aspects of the recruitment process, ensuring the delivery of an effective and efficient administration service; in line with College procedures;
 - To support the HR team to deal with general HR queries from staff, promptly, efficiently and with confidentiality;
 - To deal with HR correspondence, administration and data in line with Human Resources procedures, ensuring sensitivity of confidentiality at all times;
 - To maintain up-to-date, accurate HR records in line with Human Resources procedures;
 - To assist with general filing and day/day administration tasks as required, in line with Human Resources procedures;
 - To maintain an efficient, tidy working environment, ensuring all relevant documentation is dealt with in a timely manner and appropriately filed and archived;
 - To work in close liaison with the HR team as an effective team member to improve systems and maintain high quality standards;
 - You will be expected to be fully conversant with the College's range of equality and diversity and safeguarding policies and procedure to ensure the health, safety and welfare of all learners and staff;
 - To participate in the College's appraisal scheme and undertake continuing professional development in line with the needs of the College;
 - Any other duties commensurate with grade and status as may reasonably be requested.
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PERSON SPECIFICATION

The person we are hoping to appoint will meet all of the following essential requirements and some or all of the desirable requirements.

ESSENTIAL REQUIREMENTS

- Minimum educational qualifications, GCSE Grade C or equivalent in Maths and English;
- Competent with Microsoft Office suite/ IT software;
- Excellent interpersonal skills;
- Keen interest in work in an HR/ Business related role;
- Willingness and ability to function as part of a small team;
- Effective time management and organisational skills;
- Ability and willingness to work both under supervision and using own initiative;
- Ability to work flexibly and on own initiative to meet the needs of the College;
- Ability to follow instructions, procedures and guidelines with accuracy;
- Ability to complete and maintain relevant records and documentation accurately;
- Willingness and ability to undertake further professional development linked to the curriculum and College needs;
- Ability to achieve high standards working under pressure.

DESIRABLE REQUIREMENTS

- Experience of a customer service environment.
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