



Job Title: People Administration Apprentice

Job Level: Front Line - Administration

Responsible To: People Administration Supervisor

Direct Reports: None

Place of Work: The role will be based at the Sheffield City Trust Head Office, but may be required to work at any facility where the Company operates should the need arise

Purpose of the Job

To provide a comprehensive, confidential, People (HR) administration service across the company.

To provide administrative support to the People & Service Delivery Team in relation to HR service to the organisation.

Job Summary:

Training: The Apprentice will undertake and complete the following qualifications as part of their training:
Level 3 Business Administration Apprenticeship Standard
Functional Skills in Maths and English (if required)

Key Responsibilities:

- Ensure the process for all new starting employees, those changing contracts and people leaving the organisation is administered in line with the relevant policies and procedures.
 - Assist in carry out the administration of the Disclosure & Barring Service (DBS) checks for all relevant employees.
 - To assist in administering the corporate uniform ordering procedure, raising purchase orders and processing invoices.
 - Ensuring the employee databases are up to date and accurate.
 - Assist in administering the recruitment process for both recruiting managers and candidates applying for positions with the Trust, working to deadlines and working with all departments across the Trust.
 - Provide administrative support to training and learning delivery where relevant.
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- Assist the People & Service Delivery Team in providing HR administrative support to venues and departments and dealing with queries, escalating where required.
 - Undertake and complete the relevant apprenticeship qualification and spend the relevant time completing learning tasks.
 - Assist with administration-based projects as well as wider People projects.
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Expected Behaviours

ICAN – Our company culture is built on this ethos. Supporting, helping, offering excellent service to all customers, stakeholders, and colleagues.

Enthusiastic – An approach and willingness to learn new skills, take on new challenges and do so with positivity and curiosity

Professionalism – Act as a representative of the company, use appropriate language, be polite and consider the audience

Excellent Listening Skills – Pays attention and interprets instructions and conversations effectively

Integrity – Is honest, stands by good ethical morals and is consistent

Time Keeping – is prepared and planned in approach to work. Arrives for work in advance of shift start time

Appearance – Wears smart clothing and follows the Company appearance policy