**JOB DESCRIPTION**

**Job Title: People Team Admin Apprentice Grade:**

**Salary Point 3 – Salary Point 4 Salary:**

**Hours: 37 hours a week, 52 weeks a year Responsible to: Group Executive Director of Talent & People Systems**

London South East Academies Trust is a Multi-Academy Trust, sponsored by London South East Colleges.

The Trust aims to provide outstanding education and training for young people across the region, bringing together specialist provision to provide a real alternative to mainstream education.

We are seeking an apprentice to join our organisation as a People Team Administrative Assistant. This role will provide essential administrative support to the People Team, working as part of the core central team. The ideal candidate should possess some administration experience, excellent organisation and communication skills, and the ability to build strong relationships.

As a People Team Administrative Assistant Apprentice, you will contribute to the vision and goals of our organisation by providing administrative support to the People Team. Your responsibilities will include tasks such as recruitment assistance, answering staff queries, and providing general administrative support. You will work closely with colleagues within the People Team as well as other teams within the organisation.

You will report to the Group Executive Director of Talent and People Systems, and collaborate with other team members to ensure smooth operations and effective communication within the organisation.

**Your main duties will include:**

* The post holder will be accountable to maintain the Learning Management System (iTrent Learning) for the People Team
* Assisting with the organisation and coordination of meetings and events
* Providing administrative support for recruitment processes, such as social media checks and background checking applications.
* Assisting with the preparation of documents, presentations, and reports
* Handling general inquiries and being the first point of contact for the People Team
* Supporting the implementation and maintenance of HR systems and processes
* Assisting with the onboarding and orientation of new employees
* Undertaking any other reasonable administrative tasks assigned by the People Team senior leadership

**Skills & Experience:**

* Previous administration experience is desirable, but we also welcome candidates who are starting their careers with a passion for administrative work
* Strong organisational skills and attention to detail
* Excellent communication skills, both written and verbal
* Ability to build and maintain relationships with colleagues and stakeholders
* Proficiency in using Microsoft Office applications
* Self-motivated, reliable, and able to work independently as well as part of a team
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**Health and Safety:**

To take reasonable care for his/her own health and safety and any other person(s) who may be affected by his/her acts or omissions at work, in accordance with Health & Safety legislation.

To promote the protection and safeguarding of learners through the active implementation of relevant school policies and procedures with particular reference to: child protection policy, positive handling policy, behaviour policy and the staff code of

conduct, and to raise any concerns relating to such procedures which may be noted during the course of duty.

You will be required to have a valid Enhanced DBS disclosure that will be rechecked every 3 years.

**General:**

The scope of this profile reflects the needs of the Trust at the present time; it is not intended to be a fully inclusive or exhaustive list. The post holder may therefore be expected to work flexibly and perform such other duties other than those given in the job description.

The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. The profile will be subject to continuous review as the needs and requirements of the Trust change over time.