

<b>Job Title</b>	HR Apprentice
<b>Reports to</b>	HR Manager
<b>Hours</b>	40 hours per week
<b>Holidays</b>	25 days, plus bank holidays and Christmas closedown
<b>Location</b>	The Bursary, Repton School, Repton, Derbyshire
<b>Benefits</b>	Company Pension Scheme Complimentary Sports Centre Membership Generous Holiday Allowance Company Sick Pay Scheme Cycle to Work Scheme Employee Benefits Scheme
<b>Role Overview</b>	
<p>The HR Apprentice will support the Human Resources team in providing a high-quality, efficient, and confidential HR service. This role offers an excellent opportunity to gain hands-on experience across HR operations including recruitment, employee relations, learning and development, and payroll administration while studying towards a recognised HR qualification.</p> <p>A strong focus on excellent service delivery, collaboration, and accuracy will be essential.</p>	
<b>Key Responsibilities</b>	
<p><b>HR Administration</b></p> <ul style="list-style-type: none"> <li>• Maintain accurate and confidential employee records.</li> <li>• Prepare employment contracts, offer letters, and onboarding documentation.</li> <li>• Process staff changes such as promotions, leavers, and changes to hours or salary.</li> <li>• Manage staff absence, annual leave, and sickness records.</li> <li>• Respond to routine HR queries and provide first-line support to employees.</li> </ul> <p><b>Recruitment &amp; Onboarding</b></p> <ul style="list-style-type: none"> <li>• Support the end-to-end recruitment process, including drafting adverts, posting vacancies, and managing applications.</li> <li>• Arrange interviews and communicate with candidates in a professional and timely manner.</li> <li>• Assist with pre-employment checks (references, DBS, right-to-work).</li> </ul> <p><b>Payroll Administration</b></p> <ul style="list-style-type: none"> <li>• Assist in preparing monthly payroll data, ensuring accuracy and timely submission.</li> <li>• Process changes such as new starters, leavers, pay adjustments, and overtime claims.</li> <li>• Maintain accurate payroll-related records.</li> <li>• Support with pension administration and other statutory deductions.</li> <li>• Reconcile payroll information with HR records to ensure consistency and compliance.</li> <li>• Handle payroll-related queries from staff in a confidential and professional manner.</li> </ul> <p><b>Learning &amp; Development</b></p> <ul style="list-style-type: none"> <li>• Maintain up-to-date training and development records.</li> <li>• Support the organisation of internal and external training events.</li> <li>• Monitor and record mandatory training completion.</li> </ul> <p><b>HR Systems and Reporting</b></p> <ul style="list-style-type: none"> <li>• Update and maintain HR and payroll systems to ensure accurate and timely data entry.</li> <li>• Assist in generating HR metrics and reports (absence, turnover, training, payroll accuracy).</li> <li>• Support HR process improvements and digitalisation initiatives.</li> </ul>	

### Person Specification

#### Essential Criteria:

- GCSEs including English and Maths (Grade 4/C or above)
- Strong numerical and data-entry skills; attention to detail; excellent written and verbal communication; confidentiality and discretion
- Reliable, organised, and proactive; keen to learn and develop within HR; positive attitude; ability to manage sensitive information

#### Desirable Criteria:

- A-Levels or equivalent qualification
- Previous administrative or customer service experience

### Other Important Information

#### Safeguarding

Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact is a critical part of all roles at Repton/Repton Prep.

Under the Sexual Offences Act 2003 it is a criminal offence for a person over 18 (e.g. teacher, matron, sports coach) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. This applies where the child is in full-time education and the person works in the same establishment as the child, even if s/he does not teach the child.

Moreover, whatever the age of the pupil, a sexual relationship between an employee and a pupil will be considered an abuse of a position of trust and gross misconduct, likely to result in dismissal.

#### Health

The successful applicant will be required to complete a Health Declaration once a formal offer of employment has been made and accepted.

#### Children Act and Referees

Successful appointment will be dependent upon statutory criminal conviction checks including an enhanced DBS Check in accordance with the Children Act, as well as favourable reports from two referees. It will be assumed that the School may contact your nominated referees without further reference to you, unless you specify any alternative arrangements.

#### Child Protection Policy

All applicants must be familiar with our Child Protection Policy which can be found at [https://reptonpublic.azureedge.net/Repton\\_Safeguarding\\_Children\\_and\\_Child\\_Protection\\_202324\\_Michaelmas\\_2023\\_FEB-1852.pdf?version=638424885323700000](https://reptonpublic.azureedge.net/Repton_Safeguarding_Children_and_Child_Protection_202324_Michaelmas_2023_FEB-1852.pdf?version=638424885323700000)