HR Apprentice

Job description and person specification

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>HR Apprentice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>HR</td>
</tr>
<tr>
<td>Reports to:</td>
<td>HR Executive/PA to the Executive Team</td>
</tr>
<tr>
<td>Location:</td>
<td>CEG Head Office, Cambridge</td>
</tr>
</tbody>
</table>

The Company

Come and work with a large team in a Head Office location in Cambridge. We are a global organisation with many cultures and a diverse team.

Cambridge Education Group (CEG) is one of the world’s leading providers of pre-university academic, creative and English language courses. We provide pre-university programmes including A Level, International Baccalaureate and University Foundation, as well as English Language study, to the growing market of international students seeking to enter the world’s leading universities.

The Group operates under four different brands: CATS College – high schools in Cambridge, Canterbury, London, and Boston, USA; Cambridge School of Visual & Performing Arts (CSVPA) – Art & Design, Drama and Music courses in Cambridge, UK; ONCAMPUS – teaching foundation courses to university degrees on campuses in the UK, USA and mainland Europe; and Stafford House – year-round English Language schools in Brighton, Canterbury and London, and Study Holiday centres across the UK and the USA for juniors.

Visit our website for more information www.ceg-uk.com.

Job overview

The post holder will work with a team of HR professionals to provide general and HR administrative support to ensure that we are meeting statutory safeguarding requirements and UKVI regulations.

The successful applicant will be expected to undertake a variety of administrative duties both independently and under supervision for both Head Office and for Schools.

This is a great opportunity to work and learn from a professional and diverse HR team.
HR Administrator

The following section outlines a more detailed, but not exhaustive, description of the duties pertinent to this post.

Key responsibilities and capabilities

- Create offer packs, contracts of employments, change to contract letters & leaver letters
- Administer all new starter paperwork e.g. pre-employment checks, and references for ONCAMPUS, SHI & Digital. (in the absence of HR Administrator also for CATS, CSVPA, Head Office & Consultants)
- Data inputting of new starter employment details onto HR database
- Ensure the Central Register and recruitment trackers are all maintained and accurate
- Ensure all Right to work details are up to date and meet UKVI regulations
- Help to manage the HR inbox
- Ensure all personnel files are set up legally and kept up to date
- Ensure the maintenance of employee records, ensuring complete accuracy and confidentiality
- Assist with general copying, filing, archiving of documents as required
- Arrange the weekly stationery and grocery order
- Provide the first point of contact in a polite and upbeat manner for the main telephone number and calls from the Kett House reception
- Provide a high level of customer service
- Attend to ad hoc requests from the HR Executive in a timely and polite manner
- In the absence of the HR Executive deal with the internal and external post
- In the absence of the HR Administrator assist with the recruitment process
- Attend 2 weekly HR Global HR meeting with HR team

Person Specification

Academic
- Educated to at least GCSE standard, with passes at Grade C (or equivalent) in English and Mathematics

Skills
- Good IT skills; ability to use Microsoft Office packages including Work, Excel and Outlook. Training will also be given
- Excellent relationship building skills
- High level of attention to detail and high level of accuracy
- Strong written and verbal communication skills
- Excellent interpersonal and communications skills, in person, by telephone and in email
- Exceptional time management & organisational skills, has the ability to manage multiple tasks and projects
- A friendly professional manner and appearance
- Driven and self-motivated

Other
- You will be mentored by a member of the HR team
- Apprentice Scheme - Business Administration Level 2 will be undertaken as part of the role
- Support offered off site/on site to fulfil the requirements of the Apprenticeship scheme
- This job description is not exhaustive and is subject to change