

One
Organisation

One Team

Changing
Lives

CXK
inspiring people to thrive

HR Admin Apprentice

Salary: £11,544 pro rata

Location: Ashford, Kent

Contract: Fixed-Term, Full or Part-Time (min. 4 days/week)

Reports to: HR & Training Manager

Job Purpose:

To support the HR team in providing an efficient and streamlined service to the Charity with regards to all HR-related administrative tasks, ensuring compliance with all CXK standards and employment legislation.

Main duties and responsibilities:

- Provide administration support for all HR matters to a high-quality standard and within agreed time scales.
- Create offer packs, contracts of employment and leaver letters
- Administer all new starter paperwork, including pre-employment checks and references
- Input and maintenance of data onto our HR system, ensuring that all employee records are accurate and up to date
- Attend meetings as note taker and type up any meeting notes as required
- Help manage the HR inbox
- Assist with general copying, filing and archiving of documents as required
- Take first line response to all phone queries and provide basic advice where appropriate
- Maintain confidentiality at all times
- Undertake a Level 3 HR Support Apprenticeship and apply learning and best practice to the role.

All appointees will be subject to a standard DBS Check.

Passion, innovation and integrity are at the heart of our
culture.

cxk.org

One
Organisation

One Team

Changing
Lives

CXK
inspiring people to thrive

Person Specification

	Essential	Desirable
Qualifications and Training		
Maths and English GCSE grade C/4 or above (or equivalent)	X	
A commitment to undertake all necessary training for the role	X	
Knowledge and Experience		
Experience in an administrative environment		X
Experience in a Human Resources environment with the use of database systems and administering HR issues		X
Experience in a customer facing role		X
Experience of MS Office Suite (Outlook, Excel, Word and Power Point) and ability to use them effectively.	X	
Personal Skills and Attributes		
High level of organisational skills, efficient and results orientated with good time management.	X	
Ability to work constructively as part of a team and independently. Creative and driven. Can display innovation .	X	
Ability to build effective and professional relationships with partner agencies and organisations. Transparent and personable. Confident and passionate about inspiring people.	X	
Trustworthy and honest . Can be relied upon to work with integrity to support the wider team's success.	X	

Passion, innovation and integrity are at the heart of our culture.

cxk.org

One
Organisation

One Team

Changing
Lives

CXK
inspiring people to thrive

Excellent interpersonal and communication skills, able to build effective relationships with a wide variety of people	X	
Ability to effectively evaluate own performance in light of feedback	X	
Flexible and adaptable	X	
Other		
Full driving licence and use of a vehicle	X	
No criminal convictions that would affect the ability to work with children and young people. Appointment subject to a standard DBS check.	X	

Passion, innovation and integrity are at the heart of our culture.

cxk.org