



GUIDANCE NOTES FOR APPRENTICESHIP APPLICANTS

COMPLETING THE APPLICATION FORM

Note:

The Job Description and Supporting Questions can be found on the pages below.

The job application plays a very important part in the selection process and will be used as the basis for shortlisting candidates for interview.

Make sure the information you provide is clear and accurate and that you submit your application by the closing date and time stated on the advert.

Personal details

Ensure that you fully complete this section and include your address, email address and a contact telephone number.

Referees

Complete details for both references who should not be related to you. If you are a school or college leaver, please give us the contact details of the head teacher/tutor and also the manager of your most recent work experience placement, if applicable.

Referees will not be contacted without your permission.

Education, qualifications, memberships and training

Give details of your education, qualifications as well as any professional memberships or other training you have attended.

Employment

If relevant, start with your most recent job, give a summary of all employment, including any relevant unpaid work. Please explain any breaks in employment dates. We reserve the right to contact former employers to verify information contained in your application.

Supporting information

Use this section to answer the questions given in the section below.

You may also wish to add additional information and provide examples, where possible, of skills, abilities, knowledge and experience outlined in the job description.



Include everything that is relevant – training and experience gained through out of work activities – as concisely as possible.

Be as specific as possible, we cannot guess or make assumptions, we will assess your application solely on the information provided.

Additional Information

Answer the questions in this section accurately and also advise us of any dates you are not able to attend for interview.

If you are shortlisted for interview, you will be asked to provide confirmation of your right to live and work in the UK.

Declaration

Read the declaration and tick the consent box at the bottom, **before submitting your application.**

Equal Opportunities form

Read the notes which are provided with the equal opportunities form before completing your application. This form will be kept separate from your job application to ensure that none of the information provided is used in the selection decision.

The information provided will be treated as strictly confidential and only used to monitor the fairness of our recruitment and selection procedures.

Offer of employment

Note that any offer of employment made by the City of London Corporation will be subject to receipt of the following documents:

- Proof of identity
- Proof of right to live and work in the UK
- Proof of current address
- Five years' employment history (where relevant)
- Two satisfactory references
- Satisfactory Disclosure and Barring Service (DBS) clearance (when required for the role)
- Medical assessment (which may include a medical examination by a Doctor named by the City of London Corporation)



Job Description

Job Title	HR Apprentice
Department	City of London School
Grade	AP02
Location	City of London School
Responsible to	HR Officer
Responsible for	Nil Staff

Purpose of the Post

You will be working with the City of London School Human Resources team to contribute to providing high quality, effective and timely HR Administration, Advisory and Transactional Support & Services. This will involve all areas in HR.

You will have opportunities and projects across HR developing your skills, experience and knowledge.

As part of the HR Team you will share the role of being first point of contact for enquiries.

You will be a good team player, an effective communicator with the flexibility and ability to cope with the changing demands of the role.

You will provide a helpful and proactive service to managers, staff, external contacts and colleagues.

General

1. Work with HR Team and departmental managers to deliver a transactional, advisory and recruitment service that is locally tailored whilst maintaining consistency and adherence to policy and procedures.
2. Share responsibility for the processing of relevant (digital) paperwork in accordance with departmental function & needs. Attend meetings with colleagues to advise staff on their obligations and entitlements. Relay advice to managers on policy, procedure and calculations.
3. Attend and minute formal meetings as and when required. Note taking will be necessary on some occasions



4. Assist in dealing with telephone, email and written queries in a timely and efficient manner, directing them to colleagues as appropriate.
5. Work with other HR colleagues to help resolve difficult and complex issues whilst ensuring that the response to requests for advice is accurate and consistent.
6. Ensure that you are operating within procedures, seeking assistance when necessary.
7. Assist in producing reports from the HR system for managers and others in your team.
8. Update HR System(s) to reflect changes required for starters / leavers, changes and additions to pay (including changes in hours, additional payments, increments and honoraria) by contributing to the completion of relevant paperwork/electronic documents.
9. Updating iTrent / other IT systems and employee files in a timely manner and with due regard to data protection and confidentiality requirements.
10. Ensure all HR filing is completed with accuracy

Recruitment:

1. Support and assist the team with recruitment campaigns, increasing skills set and knowledge on the process (using the City People Recruitment Module) to carry out the whole recruitment lifecycle and associated tasks.
2. Monitor the HR Inbox despatching correspondence to the relevant parties or responding as required.

Transactional Service

1. Access the Help Desk Inbox routinely and accurately distribute important & highly confidential information, reports, queries to the relevant HR team member.
2. Run reports on Fixed Term Contracts, Probation, Long Service, Work Permit, Maternity and DBS. Check if due dates are coming up for expiry and inform or chase-up the relevant manager.
3. Ensure that inputs and outputs are accurate, timely and adhere to procedures and practices, and to escalate any staff related issues to the Transactional Team Supervisor/Manager which cannot be personally tackled in the first instance
4. Deal with queries relating to Annual Leave, Maternity, Pension & Pay.
5. Share responsibility for the processing of relevant (digital) paperwork for Maternity, Adoption, Paternity and other types of leave. Attend meetings with colleagues to advise staff on their obligations and entitlements. Relay advise to managers on policy, procedures and calculations.



You will gain the following:

An appreciation of the City of London's School's Values and its role and traditions and how these apply to your role

An understanding the organisational structure of the School and Corporate HR, its services and how they and the HR department impact the Corporation.

An awareness of the key HR legislation and the way it impacts and develops the HR Policies of the City of London. Knowledge of the policies that are relevant to your role and where to find expert advice and guidance when necessary.

Effectiveness in the use IT solutions to produce documents, correspondence, templates and forms with the appropriate application software.

An understanding of the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and your colleagues when carrying out their duties.

An awareness the City of London's Equal Opportunity Policy and be able to promote equality of opportunity in relation to the duties of the post.

An appreciation of Safeguarding and Prevent & the City of London's policies in relation to them.

Important Other Information

On successful completion of your Apprentice Programme you will be CIPD qualified which will be an additional bonus on top of the nationally recognised Apprenticeship Qualifications that you will achieve.



Supporting Questions

Include everything you think is relevant to answer the supporting questions below illustrating your skills, knowledge and experience. Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided.

Please enter your answers to the following questions in the Supporting Statement section on the application form.

Question 1:

Why do you think attention to detail is important?

Question 2:

What attracted you to this role?

Question 3:

Why have you chosen the City of London Corporation as an ideal place to work?

Question 4:

What are your main strengths?

Question 5:

What are your hobbies and interests?