



People Apprentice Job Description and Person Specification

Role: People Apprentice

Salary: Apprentice salary in line with experience and apprenticeship framework

Benefits: 25 days annual leave plus birthday day off and other benefits including, support with professional development e.g. CIPD qualification

Location: Flexible (hybrid with occasional travel to schools and MAT's)

We are The Edwin Group - a growing collective of like-minded education professionals, working together to positively impact the lives of young people. At the Edwin Group we are incredibly proud of the products and services we provide to our valued clients in the Education sector.

We are looking for an enthusiastic and ambitious HR / People Apprentice to join our Edwin People division and begin a career in Human Resources within the education sector.

The role will provide an excellent opportunity to gain practical HR experience whilst undertaking a recognised apprenticeship qualification. Working alongside experienced HR professionals, the successful candidate will support the delivery of HR services to schools and multi-academy trusts whilst developing their knowledge, skills and experience.

Edwin People support Schools and MATs to deliver organisational improvement, reduce workload, and enhance staff retention by providing expert HR, recruitment, and strategic leadership support, whilst driving efficiency and securing financial stability. We predominantly work with Head Teachers and C-suite executives in MATs, helping to address their key pain points.

Job Description

Main Responsibilities

HR Administration & Support

- Provide administrative support to the Edwin People team across a range of HR advisory, consultancy and project-based activities.
- Maintain accurate records relating to employee relations cases and client projects.
- Manage shared HR inboxes, ensuring enquiries are responded to promptly or directed to the appropriate member of the team.
- Support the preparation of client reports, presentations and project documentation.
- Ensure all records and documentation are maintained in line with GDPR and confidentiality requirements.

Employee Relations & Casework Support

- Attend employee relations meetings including sickness absence meetings, investigation meetings, disciplinary hearings, grievance hearings and appeals to take accurate and professional notes.
- Produce meeting notes and draft correspondence following hearings and formal meetings.
- Prepare draft HR documentation including letters, reports, policies, procedures and guidance documents for review by the People Adviser, People Partner or Senior People Partner.
- Support the preparation and organisation of disciplinary, grievance, capability and absence management hearing packs.
- Assist the People team in maintaining case files and ensuring documentation is complete and compliant.
- Develop knowledge of employee relations processes and employment legislation through practical experience and supported learning.

Research & Project Support

- Undertake research to support client projects and organisational reviews.
- Gather and analyse information relating to employment legislation, education sector developments and HR best practice.
- Support the preparation of reports, briefing papers and recommendations for schools and multi-academy trusts.
- Assist with organisational development, wellbeing, pay and reward, and change management projects.
- Assist the assigned Partners in the delivery of academy conversion and multi-academy trust (MAT) merger projects, supporting due diligence activities, workforce data gathering, project planning, stakeholder communications and the preparation of associated documentation.
- Assist with project-related administration, including scheduling meetings, preparing agendas, taking notes, tracking actions and ensuring documentation is stored accurately and securely.
- Contribute to the development of HR resources, templates and toolkits used across the Edwin People service.

Recruitment Campaign Support

- Support client recruitment campaigns as required.
- Prepare recruitment documentation including advertisements, job descriptions, person specifications and candidate information packs.
- Coordinate recruitment administration and support recruitment project activities.
- Assist with the preparation of recruitment materials for schools and multi-academy trusts.

Learning & Development

- Complete all apprenticeship learning requirements and assignments.
- Participate in internal training and professional development activities.

- Build knowledge of employment legislation, HR best practice and the education sector.
- Develop an understanding of HR policies, procedures and employee relations processes.

Compliance & Data Management

- Ensure confidentiality is maintained at all times.
- Support compliance with safeguarding, GDPR and employment legislation requirements.
- Assist in maintaining accurate HR systems and records.

Group Wide Responsibilities

- Act as an Ambassador for the Group's ESG strategy demonstrated through a commitment to adopt, promote and comply with ESG policies, developments, and initiatives.
- Ensure company policies and legal guidelines are understood and adhered to.
- Working in collaboration with Group departments e.g. Strategic Partnerships, Marketing, and Finance.
- Any other duties commensurate with the level of the role.

Person Specification

Requirements and Skills – Essential

- A genuine interest in pursuing a career in Human Resources.
- Excellent communication and interpersonal skills.
- Strong organisational skills and attention to detail.
- Good written and verbal communication skills.
- Ability to maintain confidentiality and handle sensitive information appropriately.
- Good IT skills including Microsoft Office applications.
- Positive, proactive and willing-to-learn attitude.
- Ability to work effectively as part of a team.
- Commitment to completing a recognised HR apprenticeship qualification.
- Willingness to undergo an Enhanced Disclosure and Barring Service (DBS) Check and other relevant clearance checks.
- Commitment to safeguarding children and young people and ensuring that all policies, procedures and service provision practices comply with all statutory safeguarding requirements and obligations.

Requirements and Skills – Desirable

- Previous administrative or customer service experience.
- Knowledge of HR or employment-related topics through study or work experience.
- GCSE (or equivalent) English and Mathematics at Grade 4/C or above.

This job description is designed to outline the key duties and responsibilities of the role but may evolve as the company expands its services within the education sector. The successful candidate will be expected to adapt and grow within the role.



T: 07561 866650

E: info@edwinpeople.com

W: edwinpeople.com



Specialist education HR and strategic leadership services