

HR INTERNSHIP - JOB DESCRIPTION

POST TITLE:	HR & Corporate Services Intern
LOCATION:	10-11 Carlton House Terrace
REPORTS TO:	HR & Corporate Services Officer
STAFF SUPERVISED:	None
LENGTH OF INTERNSHIP:	6 months
Purpose of the post	
OVERALL OBJECTIVE:	To provide project and administration support to the HR & Corporate Services Officer and Director of Finance & Corporate Services where required; gaining exposure to a generalist HR administrative remit of tasks and activities.
MAIN DUTIES:	<ul style="list-style-type: none"> • Supporting the HR & Corporate Services Officer in administering the recruitment and selection process for permanent and temporary roles; • Providing support to the HR & CS Officer in maintaining administration of personnel records and the HR system (Simply Personnel), including paper files and electronic database; • Assisting the HR & CS Officer in the administration and organisation of starter and leaver processes and relevant paperwork; • Helping the HR & CS Officer with pensions administration where required, e.g. organising/sending joiner and leaver forms; • Assisting with taking minutes from meetings and coordinating diaries where required; • Assisting the HR & CS Officer with training and development activities administration for all Academy staff; • Supporting the HR & CS Officer with administration of other staff benefits (eyecare vouchers, EAP, season travel loans, etc.); • Other tasks and responsibilities that reasonably may be requested in relation to HR & Corporate Services.

PERSON SPECIFICATION

Post: HR & Corporate Services Intern

Directorate: Finance & Corporate Services

Requirements	Essential	Desirable
Educational attainment	<ul style="list-style-type: none"> • Minimum of 6 GCSEs (Grades A-C) or equivalent, including English Language and Mathematics 	<ul style="list-style-type: none"> • Undergraduate Degree
Experience required	<ul style="list-style-type: none"> • Proven experience in an administrative role • Experience of drafting correspondence and other written documentation 	<ul style="list-style-type: none"> • Proven experience of working in an equivalent HR intern / administrative role
Skills and aptitudes required	<ul style="list-style-type: none"> • Strong written and verbal communication skills • Good planning and strong organisational and time management skills • Capacity for working independently, prioritising tasks and taking initiative • Ability to build and maintain effective working relationships and good interpersonal skills • Accuracy and attention to detail • Ability to work to deadlines • Fluency in English (written and spoken) • IT literate and proficiency in Microsoft Office (Outlook, Word and Excel) 	<ul style="list-style-type: none"> • A professional attitude and willingness to support
Personal qualities required	<ul style="list-style-type: none"> • A high degree of confidentiality, trust and reliability • Good judgment • Interest in HR 	<ul style="list-style-type: none"> • Interest in and enthusiasm for promoting the humanities and social sciences