

Trust HR & Payroll Apprentice

Job Title: Trust HR & Payroll Apprentice	Salary: £4.81 per hour
School Base: An Daras Trust Central Office	Contract Type: Fixed Term
Start Date: Flexible Ideally by 01/09/2022 or before	Hours: 35 per week (Including 5 hours college)
Interview Date: TBC	Closing Date: 06.06.2022

Please return all applications and equal opps forms to Recruitment@andaras.org

Our Aim

An Daras Trust has the simple aim of ensuring our pupils receive the best educational experiences we can offer. Our intent is delivering an inclusive learning entitlement through a strong Trust wide wholistic curriculum model which focuses on enabling all pupils to achieve academic and emotional growth through the taught strategic themes of wisdom, knowledge, learning skills and personal capabilities.

Information about the Vacancy

Within this role you will provide support to Payroll and HR through administrative based tasks whilst participating in improving processes, systems and reporting standard payroll. This will be done alongside an AAT qualification or equivalent. The successful candidate will assist HR and payroll by keeping records up to date via SIMS and distributing letters to our employees. It also includes end-to-end processing of standard payroll.

Our Trust consists of 8 primary schools and a pre-school, we believe strongly in growing capabilities therefore on completion of this role a permanent position maybe available. Training will be provided on the job throughout your apprenticeship and whilst at college.

Our Central office is situated in Launceston, Cornwall on the Pennygillum estate so willingness to travel to this location is mandatory in order to full fill the role.

The successful candidate will:

- Have an interest in Payroll
- Willingness to work towards an AAT or payroll Qualification
- Good time and organisation management
- Strong attention to detail
- Ability to work in and team and individually
- Keen to learn and develop within the Trust
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A full job description and application form can be found attached to this advertisement.

Benefits

What can An Daras Trust offer you?

- Stability knowing, we will support you when you are struggling by offering occupational maternity, paternity and sick pay.
- Five paid family friendly days for emergencies.
- A connection with our 8 primary schools and our pre-school which creates developmental opportunities.
- A developmental, fair and professional culture.
- Dedicated, friendly, committed team members.

We are committed to safeguarding children and the successful applicant will be required to undertake an enhanced DBS (Disclosure and Barring Service) check and will be assessed against the Childcare Disqualification Regulations. Right to work in the UK and qualifications will also be checked.