

Position Title: Business Administration Apprentice

Department: HR Team

Responsible to: HR Manager

Purpose and Scope of Job role

The primary purpose of this role is to support the HR team by providing a range of administrative and clerical services. General duties will include the management of compiling and updating employee records, assisting in payroll preparation by providing relevant data, deal with enquiries from employees, support HR assistant with specific projects and general filing etc. There will be a particular focus on the inputting of data using a variety of systems, and generation of standard reports from a variety of databases.

Technical Competencies

- Educated to minimum Level 1
- Experience of general office administration would be an advantage
- Knowledge of data-entry
- Knowledge of MS Office including Excel, Word, Access, Outlook
- Attention to detail

Core Competencies

Leadership qualities

- To be able to demonstrate honesty and integrity and inspire trust among colleagues.
- To be able to contribute to a team culture which is equitable, respectful and supportive and which is amenable to the vision, plans and organisation values:
- To be able to contribute to the achievement of team goals.

Focussing on targets and results

- To be able to agree and monitor clear priorities and deadlines.
- To be able to adjust plans, workload and priorities as demands change.
- To be able to review own work to ensure performance and quality standards are met.
- To be able to focus on results and getting the job done.

Managing people positively

- To be able to contribute fully to the activities of the team.
- To have a flexible attitude to team roles and the ability to share own knowledge, experience and skills to enable others to meet team and organisation goals.
- To be able to contribute ideas for the improvement and development of processes utilised by the team.
- To display a positive attitude and behave in a way which respects and values diversity.

Securing and managing resources

- To possess a good working knowledge of IT.

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Facilitating improvement and innovation

- To be willing, where possible, to put in extra effort during occasional peaks to achieve important goals.
- To be flexible and adapt quickly to new ways of working or new responsibilities.

Problem solving and decision taking

- To have the ability to remain calm under pressure.

Communications

- To be able to deal with telephone, face-to-face and electronic enquiries from key stakeholders, offering appropriate information, advice and guidance.
- To ensure messages and other information are accurate and passed on promptly.
- To be confident in speaking to colleagues at all levels, external contacts and the public.

Organisational Values

- We will always respect and value your TRUST
- We will at all times be PROFESSIONAL
- We will always be ENTHUSIASTIC
- We will endeavour to make all our activities FUN
- We will always respect that we are your children's ROLE MODELS
- We will at all times be seen to promote a HEALTHY LIFESTYLE

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