



BOHUNT EDUCATION TRUST

Longmoor Road, Liphook, Hampshire, GU30 7NY
Tel: 01428 724324 www.bohunt.hants.sch.uk

HR & Payroll Apprentice

£13,468

37 hours, 52 weeks per year Fixed Term for One Year

We are looking for an apprentice to play a key part in the delivery of a comprehensive HR service to Bohunt Education Trust with particular responsibility for HR & Payroll Administration whilst also working towards obtaining a Level 2 Business Administration Qualification.

This is an excellent opportunity for someone willing to learn and gain hands on HR experience including Payroll, Recruitment and Selection, Learning and Development, Employee Relations and Employment Law whilst gaining a qualification the same time. Accuracy and attention to detail are key for maintaining and updating personnel and pay records. Confidentiality and discretion is essential for dealing with personal information.

As we are a growing Multi-Academy Trust, there is the potential to gain a permanent role after the year's apprenticeship as well as opportunities to take on more responsibilities dependent on skills and interests

For an informal discussion about the role please call Isabel Stirling, HR Director on 01428 724324.

To apply please visit our website: <http://www.bohunttrust.co.uk/bet-careers/vacancies/> and complete the BET Support Staff application form.

Bohunt Education Trust is committed to safeguarding and promoting welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment

