**People Apprentice**



**A BIT ABOUT US:**

Stowe School occupies Stowe House and approximately 200 acres of the Stowe estate, and is located in Stowe’s world-famous landscape gardens set in 880 acres. Stowe School is an independent co-educational boarding School with approximately 870 pupils. There are around 400 full and part-time staff with 80 staff and their families living on site.

In January 2021, Winchester House and Swanbourne House Schools became part of The Stowe Group. The schools occupy sites of historical significance in Swanbourne, in the market town of Brackley and in the beautiful gardens at Stowe, where we work with The National Trust to manage the landscape gardens and open the grounds to over 200,000 visitors a year. Stowe House is also open to the public during the school holidays.

**WE ARE CHANGE MAKERS**

The Stowe Group have a talented and committed workforce. We are committed to fostering team engagement, attracting, mentoring, developing and retaining our best teachers and non-teaching staff. We focus on employee well-being, provide opportunities for professional growth and create a culture of community and partnership.

**WHAT WE ARE LOOKING FOR**

The current People structure and strategy was introduced to The Stowe Group in 2021, so you would be joining at an exciting point of transformation and change where you can really make a difference.

This newly created role is part of this transforming People function within The Stowe

Group. The People Apprentice role will work in rotation within 3 functions: People generalist team, Talent Acquisition and People projects. The role will also provide direct coordination support to the Group Director of People.

A big part of this role will be supporting the organisation by delivering efficient and effective day-to-day People support and assistance to our People Team across all aspects of the employee life cycle; including talent acquisition, employee onboarding, contracting and benefits, probation, learning and development and data generation for key people KPI reports. As such, you should have a passion for developing and implementing initiatives to improve the working environment and our employer brand.

You will be the key lead on a number of People projects including a newly launched engagement tool and a new performance management tool and structure. There is lots to do in the next 12 months and this role will be instrumental in creating great foundations to propel our people experience to the next level beyond this.

You will be someone who is naturally collaborative, as we are a small People function, spread across three locations. You will have a naturally customer centric approach, organised, be able to juggle many balls and can work under pressure and still retain the ability to maintain high levels of passion, energy, integrity and resilience to “make things happen”.

We are looking for someone who wants to kick off their People/HR career and develop their skills as part of our People Department. You may have just finished college/6th form, just graduated or be looking to take a step in a different career direction.

This role will allow you to develop, grow and study for both CIPD level 3 and when that is completed CIPD levels beyond this. We would also assign you a mentor within the team to support you on your journey.

You will be based at our breathtakingly beautiful school in Stowe, Buckingham and you will also work across our two local Preparatory Schools, Winchester House and Swanbourne House Schools.

If you feel excited by this exciting opportunity we would love to hear from you. For this high calibre People professional we will offer a competitive salary of circa £16-22k and a range of excellent benefits including:

* 25 days annual leave plus 8 Bank Holidays
* Additional discretionary leave between Christmas and New Year
* Free meals, refreshments and onsite parking
* Pension contribution – 7% from the employer, 4% from the employee
* x2 salary Death in Service benefit
* Discounted School Fees – 50% across all Schools
* Annual Golf Membership for colleague and immediate family
* Use of School facilities – gym/swimming pool for colleague and family
* Free Flu vaccination
* Free eye test and contribution towards new glasses
* 10% discount in the School Shop
* Great learning and development opportunities
* Opportunity to join a transforming People team

**How to apply:** We have big ambitions for our People agenda so if you want to be part of our exciting journey, please send your CV to recruitment@stowe.co.uk

**First stage interviews** w/c 25th July

**For more details on the role or for an informal chat please contact: Jaime Chahal**, **01280 818005 or email** jchahal@stowe.co.uk

**WHAT DOES THE STOWE GROUP OFFER YOU?**

As part of our Stowe Group family, you can access many benefits to include:

**The Stowe School Group** is committed to safeguarding and promoting the welfare of children and expects all staff to share in this commitment.

**Application deadline:** This post will close on the closing date stated at midnight. If we receive a large number of applications or there is a change in circumstance, we may be required to close a job before to the closing date, we therefore encourage early application

**Contacting you:** We will contact candidates through the email address supplied on their application form. Please make sure you check this regularly.

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| **Job Description** |
| **Department** | Human Resources |
| **Job Title** | People Apprentice |
| **Job Grade** |  |
| **Location** | Stowe School with occasional travel to other Stowe Group schools |
| **Job Type** | **Permanent** / Fixed Term Contract**Full time** / Flexible working / Part time working / Job Share considered |

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| **Role Reports to** | Rotation between People Operations, Talent Acquisition, People projects and direct support to Group People Director  |
| **Direct Reports**  | 0 |
| **Indirect Reports**  | 0 |
| **Budget Responsibility** | None  |
| **Job purpose** | A multi-disciplinary role working within the People Department.  |
| **Key Activities:****The following responsibilities will apply throughout the apprenticeships:****General People Coordination (ongoing)*** To be responsible for general administration support relating to the People department
* Support a range of activities within the department and be the first point of contact for any associated enquiries.
* Develop and maintain basic knowledge of our HR systems and e-learning platform
* Note taking to support key Employee Relations cases such as disciplinaries, grievances and absence reviews.

**Administrative support to the Group Director of People*** Arranging and booking meetings and appointments
* Coordination of minutes and agendas for key meetings such as the Pay Committee
* Preparation of key papers for relevant meetings e.g. KPI reporting, governors meetings.

**Learning & Development****Working with the People Partner lead on L&D to:*** Manage booking of external courses and associated administration where appropriate
* Coordination of key learning and development events such as learning at work weeks, national apprenticeship weeks etc.
* Support to specific L&D interventions
* Drive focus on spending the apprenticeship levy enhancing CPD/learning and development opportunities for all colleagues across The Group.

**People projects:*** Managing the new Pulse engagement survey; running reports of data and providing summary packs for onward communication and action planning for the People Partners and line managers
* Own reporting on the new performance management tool; setting up colleague and line manager reminders, running reports of completion and non-completion. Working with the PBPs to quality and audit check.

**Talent Acquistion & Onboarding Rotation (Jan – April 2023)**To undertake the administration of internal and external recruitment and selection processes for all teaching and non-teaching roles. To include the following:* Assist the Talent & Onboarding Coordinator (Recruitment) with adverts and the preparation of job/person specifications. Coordinating with recruitment agencies and updating adverts.
* To support hiring managers with all key questions
* To prepare interview schedules and to make all necessary arrangements for interviews such as room bookings, contacting candidates, obtaining and validating references, processing candidate expenses etc.
* To prepare confidential correspondence including: candidate correspondence, reference letters, job descriptions/person specifications, advertisements etc.
* Assisting with compliance checks at and prior to interview, which include applying for references along with personnel and qualification document checks.

**Onboarding****To manage all aspects of pre-employment screening including:*** Complete the on-boarding process for new starters, including making up files, and completing the safeguarding paperwork; including all relevant checks.
* Update the HR systems and input data onto relevant databases, including logging absences and training.
* Assist when necessary to ensure the staff appointment register, the ‘Single Central Register of Staff’ is kept up to date at all times.
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**Person Specification**

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| **Skills** | **Essential** | * Customer focused; desire to deliver a great People service
* Strong organisational skills and ability to multitask
* Attention to detail and accuracy
* Can work under pressure and still retain the ability to maintain high levels of energy and resilience to “make things happen”
* Demonstrate and maintain confidentiality
* Excellent team player as well as being able to work on own initiative
* Pro-active, challenging and self-motivated
* Flexible and adaptable
* Effective communicator both verbally and written
* IT literate
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| **Experience** | **Essential** | * Administration and coordination experience
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| **Desirable** | * Experience in a HR/People department
* Working in a small team and understanding that at times all hands are needed
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| **Qualifications** | **Essential** | * GCSE in English & Maths (or equivalent)
* Desire to undertake CIPD level 3 and level 5 (sponsored by The Stowe Group)
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