Barnet Education and Learning Service

HR Support Apprentice (Fixed Term)

Barnet Education & Learning Service (BELS)

Closing date: 7 December 2025

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Welcome to Barnet Education & Learning Service (BELS)

About Us

https://www.bels.org.uk/

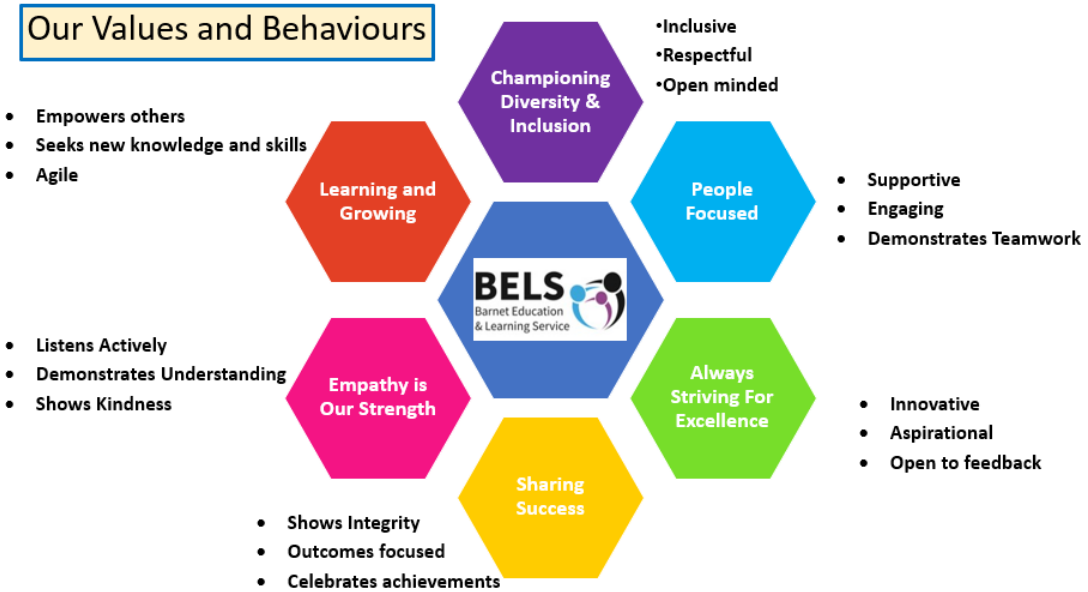
Barnet Education & Learning Service (BELS) is a local authority owned company responsible for providing Barnet Council's Education & Skills service to Barnet schools and settings.

The BELS Board of Directors has representatives from Barnet Primary Headteachers' Forum, Barnet Secondary Headteachers' Forum and Barent Parent-Carer Forum as well as Senior Leaders from the Council enabling a truly collaborative approach to decision-making and delivery which brings the best outcomes for Barnet's schools, educational settings, colleges, students, and young people. The Board of Directors also includes a BELS Staff Director in addition to our Chief Executive.

Along with statutory services, BELS provides a range of traded services to schools and settings, equipping them with the latest tools, training, and programmes to improve school standards and outcomes.

95% of Barnet schools are good or outstanding and Barnet is now in the top 10% for almost all measures of achievement in schools and the top 5% for many of the measures.

We are proud to play a part in creating resilient communities where pupils are high achieving and engaged by providing schools and settings with everything they need to help pupils reach their goals and achieve outstanding outcomes. We have highly experienced teams who stay abreast of new developments and best practices to empower teachers and governors in a changing world.



Contact Officer: Thelma Egunjobi
Department: Human Resources
Telephone: **02083593586**

Dear Applicant,

Post: HR Support Apprentice

Thank you for the interest you have shown in the above opportunity.

This Information Job Pack gives a full explanation of the role and working for Barnet Education and Learning Service (BELS). We are excited to learn what you can bring to BELS and Barnet's schools and settings. If you are passionate about delivering a high level of service, working in a dynamic and supportive team and making a difference then I encourage you to apply for the post.

To apply for this post, please visit: Recruitment | Barnet Education & Learning Service | London (bels.org.uk)

If you need assistance, please email the BELS HR Team at: hr.barnetbels@barnet.gov.uk quoting job title.

The closing date for applications – 07/12/2025 at 5pm.
Interviews will be held – TBC

If you would like to discuss this position on an informal basis, please contact me at: Thelma.egunjobi@barnet.gov.uk (e mail) or 02083593586 (landline).

I look forward to receiving an application from you.

Yours faithfully

Thelma Egunjobi
HR Business Partner
Barnet Education and Learning Service
2 Bristol Avenue, Colindale, NW9 4EW
Email: Thelma.egunjobi@barnet.gov.uk
Tel: 02083593586

HR Support Apprentice
Fixed term contract until January 2028
36 hours per week
Salary: £25,000 per annum
Expected Start date: January 2026

Are you looking to start your career in Human Resources? We are offering an exciting opportunity to develop your skills and experience in HR by working as a Barnet Education & Learning Service (BELS) Apprentice. Apprenticeships give you the opportunity and support to develop new workplace skills in an organisation committed to your professional success.

As a BELS Apprentice, you will gain hands-on experience while studying towards a recognised HR qualification. You will fully commit to the 20% off-the-job training requirements of the post alongside your normal day-to-day job.

You will support the team in delivering a wide range of HR services and learn the foundations of employee relations, recruitment, training and general HR Administration. You will use the support on offer to maximise your professional development. You will participate in a supportive environment and develop the behaviours, knowledge and professional skills required of the role and the team. You will commit to your professional development plan, set out at the beginning of your Apprenticeship. You are expected to take ownership of the tasks & projects set out by your line manager. Apprentices understand the importance of managing both professional and learning responsibilities.

To apply for this post, please visit: Recruitment | Barnet Education & Learning Service | London (bels.org.uk)

If you need assistance, please email the BELS HR Team at: hr.barnetbels@barnet.gov.uk quoting job title.

For more information about our team, you can view our local offer page here: Barnet Local Offer :: Home / Info and Advice / How to get help / How specialist education services can help / Educational psychology / EP: Professionals Page (thisisfocus.co.uk)

For an informal discussion about the post, please contact:
Thelma Egunjobi
HR Business Partner
Tel: 02083593586

Closing date for applications: 5pm 07/12/2025
Interview date: TBC

Barnet Education and Learning Service is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS (Disclosure and Barring Service) with barred list check is required for all successful applicants. In addition, if this post is

likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations, the successful applicant will be required to declare.

We are committed to practising in ways that are equitable, anti-racist and culturally responsive and we welcome candidates who share this commitment. We have developed an equity and anti-racism policy which outlines our values and actions in this area including ongoing CPD and offering support to our school community. Recruitment of a diverse workforce that is representative of the community we serve is part of our ongoing commitment and is embedded in this policy and therefore, we welcome applicants who are underrepresented in our profession.

Role Profile

Service:	**Barnet Education & Learning Service**
Location:	**Colindale**
Job Title:	**HR Support Apprentice - Administration**
Grad	**Apprenticeship – Level 3**
Length of Contract	**2 years**
Reports to:	**HR Business Partner**

Job Summary:

1. Purpose of Job:

To be the first point of contact for all HR-related queries. To be responsible for delivery of HR administrative services to Directors and Managers.

To provide administrative support to the HR Business Partner across the full range of HR work.

To complete the HR Support Level 3 apprenticeship qualification.

2. Key accountabilities/duties/responsibilities:

General

- Provide guidance to staff and Managers on HR administrative processes and procedures which includes recruitment, probation, PDRs, ensuring records are maintained.
- Ensure the payroll team is notified of changes to staff terms and conditions and act on management instructions and staff requests in a timely fashion.
- Ensure that staff are notified in writing of variations to their terms and conditions and letters are accurate and relevant.
- Develop and maintain appropriate systems and procedures as required.
- Calculate annual leave and back payments of pay and allowances.
- Act as Administrator for the Learning Management System

Recruitment

- Assist in the recruitment process, by checking the recruitment paperwork is completed properly and information is accurate before posting on Oracle.
- Ensure all pre-employment checks are carried out
- Ensure starter processes are completed for all new employees and contracts are accurate and issued in a timely manner.

- Maintain an up-to-date bank of job descriptions/person specifications.

HR Information

- Support and act on dissemination of information to managers and staff as appropriate.
- Provide regular statistical reports on HR information for the Senior Management Team e.g. Starters, leavers, turnover, recruitment campaigns, sickness absence, other absences, ethnic monitoring etc.
- Maintain the staff establishments record by ensuring that the information on the HR system is up to date and complies with legislation.
- Advise managers on temporary staffing and ensure all staffing information is correct and regularly updated.

Employee Relations Support

- Provide basic advice on HR policies and procedures to staff and managers.
- Provide administrative support to investigations in line with HR policies and procedures. Take minutes at investigation meetings/ formal hearings and Staff Negotiating Committee meetings as required
- Develop and maintain administrative systems and procedures to support HR projects, such as the Apprenticeship Scheme. Arrange meetings, collate and circulate papers, preparing statistical reports, entering data on IT systems and following up action points.
- Support the HR Business Partner in researching and developing existing and new policy and procedures. Supporting special projects within the directorate as and when required.

Pay and Grading

- Process annual increments and pay awards on the Oracle system
- Supports Pay and Grading Review and management of Pay and Grading system.
- Provide advice on Pay and Grading procedures within clearly defined protocols.
- Ensure that re-gradings are processed once approved.
- To undertake work commensurate with the grade across the Directorate as required.

3. Staffing Responsibilities

To ensure that all personal data is handled in a secure and safe manner and in strict compliance with the Data Protection Act and with Barnet's policies and protocols relating to data handling. To support new members of the team in explaining administrative and procedural processes, protocols and practices.

4. Health and Safety and Data Management

To ensure that all personal data is handled securely and in strict compliance with the data protection legislation and the General Data Protection Regulations.

5. Flexibility

The jobholder may be required to carry out other reasonable duties commensurate with the grade, as requested by line manager.

This job description is not exhaustive and may change as the post or the needs of the service develop. Such changes will be subject to consultation between the post holder and their manager and, if necessary, further job evaluation.

PERSON SPECIFICATION

Service:	**Barnet Education & Learning Service**
Location:	**Colindale**
Job Title:	**HR Support Apprentice - Administration**
Grade:	**Apprenticeship – Level 3**
Length of contract	**2 years**
Reports to:	**HR Business Partner**

Qualification
• A good standard of education (e.g. GCSE's or equivalent including Maths and English)
Knowledge & Experience
• Some experience of Human Resources administration • Basic knowledge of employment legislation and HR practice • Some experience of drafting accurate employment/contractual documentation and correspondence • Experience of handling sensitive and confidential information. • Experience of using a Human Resources IT system • Knowledge of general office practices and procedures • Knowledge of general IT systems and applications including spreadsheets, word processing and databases • Experience of producing letters and documentation using information technology • Experience of maintaining comprehensive records

• Experience of prioritising workload, time management and dealing with conflicting priorities
Skills and Abilities
• Clerical and administrative skills • Ability to provide basic advice on employment terms, conditions, policies and procedures in line with employment legislation • Ability to communicate effectively with internal and external contacts at all levels. • Ability to work to deadlines and within defined standards. • Ability to compose and produce standard letters and reports using IT applications (Word, Excel, Outlook, Management Information systems). • Ability to deal sensitively and appropriately with confidential information. • Ability to undertake routine calculations • Ability to undertake notes/minutes at meetings • Ability to undertake research.

Compiled/Reviewed by	
Date	

Key Details

Reporting to: HR Business Partner

Salary: £25,000

Location: Colindale

Annual Leave
Your annual leave is based on the grade and years of continuous service. Upon their start date employees will be entitled to **23** days plus 8 Bank Holidays per annum.

Flexible and Hybrid Working
This is a full-time post. Commitment to flexible and hybrid working.

Voluntary Pension Scheme
Staff joining BELS can choose to contribute to a Pension Scheme and will become members of AVIVA – the Pension provider for BELS. Staff can contribute either 4.5% or 7% of their salary into the Scheme and BELS will match this. BELS is a private company of Barnet Council which has its own legal entity and terms and conditions which are different from Barnet's.

Please note:

"BELS, as a Local Authority Controlled Company, is deemed by the Council to be an associate employer of Barnet Council and is therefore covered under the Modification Order. This means that any continuous service you currently have (within another local government service, or a school or any organisation signed up to the Modification Order) will be transferred with you into BELS"

Application Process

Closing date for applications: 07/12/2025
Interviews will be held on: TBC

Completing Application Forms

To apply for this post, you must complete an online **application form** available within the job posting under Recruitment | Barnet Education & Learning Service | London (bels.org.uk) .

Particular attention should be given to the Supporting Information section within the application form. Shortlisting is based on the candidate's ability to meet the selection criteria within the person specification. Therefore, it is essential that you outline clear examples and evidence of how you meet the requirements of the person specification. Examples and evidence should also relate back to the duties/accountabilities contained in the job description.

Reply Details

Your application form must reach us by closing date. Applications received after this date will not be considered.

To apply for this post, please visit: Recruitment | Barnet Education & Learning Service | London (bels.org.uk)

If you need assistance, please email the BELS HR Team at: hr.barnetbels@barnet.gov.uk quoting job title.

It is important that you complete ALL sections of the application form.

Next Steps

If you are selected for interview, we will contact you by email and/or text message.