

RECRUITMENT PACK

Apprentice Human
Resources Administrator

CONTENTS

Welcome from Katy Cox, Catholic Senior Executive Leader	3
Welcome from Angela Ager, Chair of the Board of Directors	3
Our values.....	4
Saint Oscar Romero	5
The Romero Prayer	5
Apprentice Human Resources Administrator	6
Apprentice Human Resources Administrator	7
Job Description	7
Job Purpose	7
Main Duties and Responsibilities.....	7
Human Resources Apprentice Administrator	9
Person Specification	9
Human Resources Apprentice Administrator	11
How to apply.....	11

WELCOME FROM KATY COX, CATHOLIC SENIOR EXECUTIVE LEADER

Dear Applicant,

Thank you for your interest in joining the central team at the Romero Catholic Academy Trust. I hope you find the information in this application pack both useful and engaging.

Since joining the Trust in September 2024, I have been proud of the progress we have made together and am excited about the next stage of our journey. Romero CAT is continuing to grow and evolve at pace and we are expanding our central team to ensure we can provide the highest quality support to all our schools, staff and communities.

This role has been created to strengthen our capacity at the centre and to contribute to the delivery of outstanding service, leadership and strategic oversight across the Trust. It's an exciting time to join us, with opportunities across the Trust to contribute to our continued growth and success—whatever the nature of your role.

Our values – Faith, Service, Aspiration and Collaboration – are the foundation of everything we do. We are looking for individuals who share these values and who are committed to making a meaningful impact on the lives of children, families and staff across our Trust.

We look forward to receiving your application.

Yours faithfully,

Katy Cox

WELCOME FROM ANGELA AGER, CHAIR OF THE BOARD OF DIRECTORS

Dear Applicant,

Thank you for your interest in the post at Romero Catholic Academy Trust.

What is distinctive about the Romero Catholic Academy Trust? As a Catholic Academy Trust, our first duty is to maintain and develop our schools as living faith communities inspired by the gospel.

Our Trust has grown from the six schools who originally joined Romero Catholic Academy Trust to sixteen schools. Developing strong relationships and local partnerships between our schools has been an essential driver to this growth.

Our Catholic Senior Executive Leader and central team ensure that the priorities and perspectives of each school can be heard within our Trust. Our schools continue to further increase collaborative approaches where they work together for the benefit of their communities and the Trust as a whole. Our directors value strong relationships with the local governing bodies of the individual schools.

It is an exciting time to join the Trust, over the next few years, the Trust will quickly grow to include all the schools in the Trusteeship of Salford Diocese in Blackburn with Darwen, Calderdale and Lancashire. We will ensure they all provide an exceptional Catholic education for our children.

Yours faithfully,

Angela Ager

OUR VALUES

Romero Catholic Academy Trust is a family of Catholic schools serving the needs of children and young people in the Diocese of Salford, covering the areas of Lancashire, Blackburn with Darwen and Calderdale. To achieve this, we will uphold four key values:

FAITH: TO NURTURE OUR BELIEF IN GOD.

- Inspired by the vision of Bishop John, we will provide an authentic passing-on of our Catholic faith.
- Our schools will be nurtured by the Word of God.
- Our pupils will come to an understanding of what it means to be loved by God and the responsibilities that come from loving God.
- Our schools are worshipping communities characterised by vibrant liturgy and prayer.

SERVICE: TO LIVE OUT THE RESPONSIBILITIES OF OUR FAITH BY SERVING OTHERS.

- We will always act in the service of the pupils in our care.
- In our schools we will educate our children to be the next generation of the stewards of God's creation.
- We embrace Catholic social teaching and work for the Common Good with a preferential option for the poor.
- We are outward facing, acknowledge our place in the wider educational system and accept our civic responsibility.

ASPIRATION: TO ASPIRE TO FULFIL THE POTENTIAL OF EACH INDIVIDUAL, CREATED UNIQUELY IN THE IMAGE OF GOD.

- We will work to fulfil the potential of each member of our community by providing an education that develops the whole person, including high quality Religious Education.
- Our schools will have a relentless focus on achievement. The quality of education in our schools will be 'at least as academically distinguished as that in the other schools of the area.' (Can. 806.2)
- Every member of our community will be provided with the knowledge, skills and attitudes needed to succeed in school and in the next stage of their lives.
- Through high quality and relevant continuing professional development, we will invest in our staff.
- Decision making will weigh up the Common Good and be made in a timely way.
- We will always focus on the solution to a problem.

COLLABORATION: TO WORK COLLABORATIVELY; SHARING AND FOSTERING THE STRENGTHS AND EXPERTISE OF ALL.

- A spirit of solidarity leads us to accept a shared responsibility for all.
- We recognise the concept of subsidiarity; that decisions will be made as locally as possible.
- Improvements across our family of schools will be secured by utilising the skills and experience in the trust.
- Wherever possible, we will take care to involve and inform people in decision making.
- We believe in the importance of open, honest and positive communication.

SAINT OSCAR ROMERO

Our Catholic Academy Trust is named after Saint Oscar Romero and his values as a great and inspirational teacher and as a protector of all.

Saint Oscar Romero stood out for his unwavering commitment to living out the Gospel, to providing a witness to the love of God in the face of violence. He was the Archbishop of San Salvador and he was murdered for criticising the government that kept people very poor. He shows us that we must see God in all people and work together to build God's kingdom of mercy, justice and love on earth.

Today, we can make a renewed commitment to follow in the example of our heroes of our faith to live a life faithful to Jesus. To turn our attention away from possessions and focus on the call to holiness.

THE ROMERO PRAYER

It helps, now and then, to step back and take the long view.

The Kingdom is not only beyond our efforts; it is even beyond our vision.

We accomplish in our lifetime only a fraction of the magnificent enterprise that is God's work.

Nothing we do is complete, which is another way of saying that the kingdom always lies beyond us.

No statement says all that could be said. No prayer fully expresses our faith. No confession brings perfection. No pastoral visit brings wholeness. No program accomplishes the church's mission. No set of goals and objectives includes everything.

This is what we are about.

We plant the seeds that one day will grow. We water the seeds already planted, knowing that they hold future promise. We lay foundations that will need further development. We provide yeast that produces effects far beyond our capabilities.

We cannot do everything and there is a sense of liberation in realizing that. This enables us to do something and to do it well. It may be incomplete, but it is a beginning, a step along the way, an opportunity for the Lord's grace to enter and do the rest. We may never see the end results, but that is the difference between the master builder and the worker.

We are workers, not master builders; ministers, not messiahs.

We are prophets of a future not our own.

JOB ADVERT

APPRENTICE HUMAN RESOURCES ADMINISTRATOR

37 HOURS PER WEEK, FULL YEAR, FIXED-TERM (DURATION OF APPRENTICESHIP)

NATIONAL APPRENTICESHIP RATE

RESPONSIBLE TO: HEAD OF HUMAN RESOURCES

MAIN LOCATION: ROMERO CENTRAL OFFICE WITH TRAVEL TO OTHER SITES

REQUIRED TO COMMENCE: AS SOON AS POSSIBLE

Romero Catholic Academy Trust (Diocese of Salford) is dedicated to providing an outstanding Catholic Education to our pupils. We are seeking an Apprentice Human Resources Administrator who is passionate about people, motivated and detail-oriented to join our central team. This is a fantastic opportunity for someone who wants to gain practical administration experience whilst working towards a recognised qualification.

As an Apprentice Human Resources Administrator, you will support the human resources team in a wide range of duties including assisting with supporting day-to-day HR administration, answering HR queries, supporting recruitment processes and ensuring compliance with policies and procedures.

We are looking for someone who has the desire to learn and grow within administration and move into an organisation and sector which makes a difference to the lives of children and young people.

If you feel you have the right skills and attributes we are looking for, then we will be delighted to hear from you. If you would like to find out more about the position please contact the Human Resources Department on 01282 855500 or careers@romerocat.com

Full details and application forms are available from our website: www.romerocat.com

We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check.

Closing Date	9:00am Monday 1 st December 2025
Shortlisting Date	Wednesday 3 rd December 2025
Interview Date	Monday 8 th December 2025

APPRENTICE HUMAN RESOURCES ADMINISTRATOR

JOB DESCRIPTION

JOB PURPOSE

The post holder will support and assist the human resources team providing a forward-thinking, responsive and professional Human Resources service to our family of schools.

MAIN DUTIES AND RESPONSIBILITIES

Your duties and responsibilities will include:

RECRUITMENT, INDUCTION AND EXIT PROCEDURES

- Assist with recruitment activities including posting job adverts, scheduling interviews and conducting initial candidate screenings
- Support with the onboarding and induction for successful candidates including producing offer letters and other employment related documentation
- Assist in the processing of DBS checks and ensuring compliance with safeguarding procedures

HR POLICIES & PROCEDURES

- Respond to general HR-related inquiries from schools and the central team, escalating where appropriate
- Shadow experienced HR team members to gain insight into various HR specialisms
- Keep up-to-date with changing legislation that may impact on Trust policies

COMPLIANCE

- Help maintain the HR & Payroll management system ensuring accuracy, confidentiality and are held in accordance with GDPR
- Provide support in maintaining the Trusts Single Central Record (SCR)
- Support with monitoring absence, annual leave and leave of absences within the central team

GENERAL

- Help maintain employee files ensuring accuracy and confidentiality
- Develop effective professional relationships with colleagues
- Attend apprenticeship training session and complete coursework in a timely and professional manner
- Other duties of a similar level of responsibility may be interchanged with/added to this list at any time

ADDITIONAL SUPPORTING INFORMATION – SPECIFIC TO THIS POST

This post does not require a faith commitment within the Roman Catholic Church however, candidates must be supportive of the ethos, vision and values of the Trust and not do anything to undermine the faith commitment of the Trust. In line with all staff within the Trust, they will be required to sign a Catholic Education Service Contract.

HUMAN RESOURCES APPRENTICE ADMINISTRATOR

PERSON SPECIFICATION

Qualifications	Essential (E) Desirable (D)	Evidenced by: Application (A), Certificate (C), Interview (I), Test (T) Reference (R)
Qualifications and Training		
GCSEs (or equivalent) in English and Maths Grade 4/C or above	E	A / C / I
Willingness to work towards Business Administration Level 3 qualification	E	A / I
Knowledge and Experience		
Experience of working in a customer-facing or office environment	E	A / I
Understanding of confidentiality and data protection principles	E	A / I
Understanding of basic HR functions and terminology	D	A / I
Awareness of safeguarding and safer recruitment practices	D	A / I
Skills and Abilities		
Good verbal and written communication skills	E	A / I / R
Strong organisational and time-management skills	E	A / I / R
Competent in Microsoft Office (Word, Excel, Outlook)	E	A / I
Personal Qualities		
A professional, positive and approachable manner	E	A / I / R
Discreet and respectful of sensitive information	E	A / I / R
Strong attention to detail and accuracy	E	A / I / R
Ability to work well within a team and independently	E	A / I / R
Other		
Commitment to the Trust's ethos and values	E	A / I
Commitment to safeguarding and protecting the welfare of children and young people	E	A / I
Commitment to equality and diversity	E	A
Commitment to health and safety	E	A
Note: We will always consider your references before confirming a job offer in writing		
Prepared by:	HR Team	Date: November 2025

EQUAL OPPORTUNITIES

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

HEALTH AND SAFETY

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

SAFEGUARDING COMMITMENT

The Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure. An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

ATTENDANCE

Good attendance enhances the service delivered by the Trust, minimises staffing difficulties and ensures best value to the schools. It is essential that applicants for positions in the Trust can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

HUMAN RESOURCES APPRENTICE ADMINISTRATOR

HOW TO APPLY

If you would like to find out more about the position, please contact the HR Department on 01282 855500 or careers@romerocat.com

Full details and application forms are available from our website: www.romerocat.com

We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check.

Closing Date	9:00am Monday 1 st December 2025
Shortlisting Date	Wednesday 3 rd December 2025
Interview Date	Monday 8 th December 2025

Completed application forms and associated documentation should be returned to the HR department via e-mail: careers@romerocat.com.