

Apprentice HR administration	
Closing Date for Applications	22nd May 2017

JOB SUMMARY	All aspects of Human Resource administration						
PERMANENT	<input checked="" type="checkbox"/>		FULL TIME	<input checked="" type="checkbox"/>	PART TIME		
TEMPORARY		DURATION		FULL TIME		PART TIME	
STARTING GRADE	TBA						
HOURS	37 hours per week						

MAIN TASKS / DUTIES / RESPONSIBILITIES

	<ul style="list-style-type: none">) Recruitment including, advertising, job offers, contracts and induction) General office administration) Reception duties) Ordering office suppliers and personal protective equipment) Issuing of uniform and personal protective equipment)
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EXPERIENCE AND QUALIFICATIONS

ESSENTIAL) We would expect the ideal candidate to have GCSE A-C in English and Maths, or be predicted to obtain these grades
DESIRABLE) Experience is not required as all training will be provided

PERSONAL CHARACTERISTICS

DESIRABLE	<ul style="list-style-type: none">) Good interpersonal skills) Eye for detail) Hard working) Diligent) Confident
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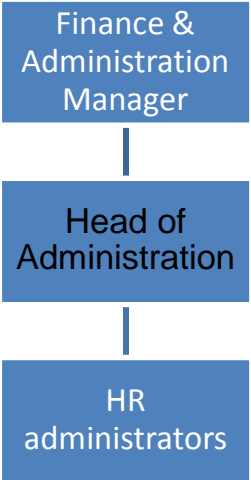
JOB CONTEXT

REPORTS TO	Finance & Administration Manager
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PROBATIONARY PERIOD

	All employees in new jobs are required to undergo a six month probationary period, during which suitability for the position is assessed.
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HEALTH AND SAFETY

	<p>All employees are responsible for reading, understanding and carrying out the requirements of the company's Health and Safety policy and for informing a relevant person if they become aware of any non-compliance with the policy or of any identified training need.</p>
<p>CONTINUAL DEVELOPMENT</p>	
	<p>The successful candidate must be prepared to attend college on day release to study CPP and then work towards CIPD</p>
<p>ORGANISATIONAL STRUCTURE</p>  <pre>graph TD; A[Finance & Administration Manager] --- B[Head of Administration]; B --- C[HR administrators];</pre>	