



HR Apprentice

Job Description



Job Title	HR Apprentice
Team Leader	Head of HR
Team:	HR

JOB PURPOSE

To provide accurate and timely HR and L&D administration that supports the employee lifecycle (recruitment to leaving), keeps HR records and systems up to date, and contributes to a positive colleague experience.

DUTIES AND RESPONSIBILITIES

Onboarding	<ul style="list-style-type: none">» Support onboarding for new joiners, including reference requests, buddy allocation, filing new starter documentation/ID, and arranging DBS checks.» Coordinate inductions for new joiners, including notifying relevant colleagues and booking meeting rooms as required.
Benefits	<ul style="list-style-type: none">» Add new joiners and leavers to Vitality, Simplyhealth and the Royal London pension scheme.» Update SelectHR with benefit renewal information for Vitality, Simplyhealth and Life Assurance.» Maintain the staff car park waiting list.» Support the salary review and bonus process, as required.

SelectHR	<ul style="list-style-type: none"> » Record sickness absence and medical appointments on SelectHR. » Keep SelectHR records up to date, including changes to personal details, job information and absence records. » Generating ad-hoc reports from SelectHR as required
Recruitment	<ul style="list-style-type: none"> » Support the organisation of trainee interview days, the vacation placement scheme, and school/law fairs. » Coordinate interviews, liaising with candidates, interviewers and recruitment agencies.
Learning and Development	<ul style="list-style-type: none"> » Support the development review process, including collating paperwork and updating records. » Maintain the coffee morning rota, as required. » Arrange and record professional membership renewals. » Maintain data in the Learning Management System (LMS), including adding internal events, updating details, and monitoring registrations. » Process requests for external training and ensure relevant details are recorded on the LMS. » Support monitoring of CPD completion to help ensure legal staff remain SRA compliant. » Coordinate logistics for internal and externally delivered L&D events, including rooms, catering and travel (where needed). » Support the L&D Manager to promote learning events, including drafting emails and intranet articles.
General	<ul style="list-style-type: none"> » Coordinate holiday cover for secretarial staff, in liaison with relevant team co-ordinators. » Create and maintain new joiner and leaver folders. » Arrange flowers and gifts, as required. » Support the organisation of firm-wide events, including the Annual Presentation and Alumni Social. » Act as a first point of contact for HR and L&D queries, resolving routine queries and escalating more complex matters appropriately.

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- » Organise 'Coffee with a Colleague', arranging the pairings, posting on the intranet and sending out individual invitations
 - » Undertake any other reasonable duties in line with the role.

ABOUT YOU

(INCLUDE QUALIFICATIONS/EDUCATION & TECHNICAL COMPETENCIES)

- » A Levels (or equivalent) at grade C or above.
- » Confident using Microsoft 365, including Outlook, Word and Excel.
- » Willing to learn HR and L&D systems and processes (e.g., SelectHR and the LMS), and to work towards the apprenticeship qualification.

BEHAVIOURAL COMPETENCIES

INCLUDE ANY REQUIREMENTS FOR MANAGING/HANDLING RELATIONSHIPS

We expect every person throughout the firm to exhibit behaviours rooted in our core values, and that each individual fully embodies these values. Our values are:

- » Approachable
 - Communicates clearly and professionally in writing and in person, adapting to the audience and confirming understanding.
 - Works collaboratively with colleagues, sharing information promptly, offering support, and contributing to a positive team environment.
- » Integrity
 - Maintains confidentiality and handles HR information securely, sharing information only on a need-to-know basis and in line with data protection requirements.
- » Professional

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- Behaves professionally in all interactions with colleagues, candidates, new starters and external providers, using tact and discretion, following HR processes, and communicating promptly and accurately.

» Dynamic

- Organises work and information effectively, maintaining accurate records and keeping HR documentation easy to locate and up to date.
- Plans and manages time well, balancing routine administration with ad hoc requests and communicating if timelines are at risk.
- Prioritises tasks based on urgency and impact and seeks guidance when priorities conflict.
- Shows initiative by progressing tasks independently where appropriate, spotting gaps, suggesting improvements, and checking in when decisions are needed.
- Meets deadlines by tracking actions, following up promptly, and keeping relevant people updated on progress.
- Works effectively under pressure, maintaining accuracy and professionalism when managing competing demands.

ADDITIONAL INFORMATION

- » This is a full-time office-based role, with working pattern/hours agreed with the Team Leader.
- » This role is offered as an apprenticeship position and will include dedicated study/off-the-job training time during working hours, in line with apprenticeship requirements (for example, a minimum of 7 hours per week, depending on the programme).
- » The apprentice will be supported through regular supervision and progress reviews, including reviews with the training provider where applicable.
- » The duties set out in this job description are not exhaustive and may change in line with business needs, following discussion with the post-holder.