



| | |
|-------------------------|---|
| Position: | HR Apprentice |
| Reporting to: | Regional HR Manager - South |
| Responsible for: | Supporting the HR Officer/Regional HR Manager in administration and day to day tasks. |
| Contract type: | Permanent |
| Hours of work: | 40 hours per week, 5 days out of 7 with time out to study |

About the role

As an HR Apprentice, you will support the HR Officer/Regional HR Manager in various administrative tasks, gaining practical experience in HR operations within a horse and greyhound multi-venue business. This is an exciting opportunity for individuals looking to kickstart their career in HR and gain valuable hands-on experience in a dynamic and fast-paced environment.

You will be a good communicator (verbal and written), with strong administrative skills and excellent attention to detail. With a genuine ambition and desire to learn and develop, you will have the opportunity to work towards the HR Support Level 3 apprenticeship, accredited by the Chartered Institute of Personnel and Development.

This broad and varied role will require you to handle sensitive and confidential information with professionalism and discretion getting involved in all aspects of HR, using good judgement to raise queries and seek guidance as you support our employees and the business.

Key responsibilities for the role will include

- Assist the HR Officer/Regional HR Manager with day-to-day administrative tasks, including filing, data entry, document preparation, and record-keeping
- Support the recruitment process by posting job vacancies, scheduling interviews, and coordinating candidate communication
- Assist in the onboarding process for new employees, including preparing induction materials, processing paperwork, and organizing induction sessions
- Maintain accurate and up-to-date employee records, ensuring compliance with data protection regulations
- Assist in coordinating training and development activities, including booking training sessions, tracking attendance, and maintaining training records
- Support in various HR projects, such as employee engagement initiatives, policy updates, and process improvements
- Assist in the use and maintenance of the HR Information System (HRIS), including data entry, running reports, and troubleshooting basic issues
- Provide support in handling employee queries and issues, escalating more complex matters to the HR Officer/Regional HR Manager or beyond as needed
- Assist in ensuring compliance with employment laws and regulations, including monitoring changes in legislation and updating HR policies and procedures accordingly



Essential Skills & Experience:

- GCSEs or equivalent qualifications in English and Mathematics are required. Additional qualifications or coursework in business administration or human resources are desirable but not essential
- Good organisational and time management skills
- Good attention to detail and accuracy
- Good communication skills, both verbal and written
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint, Outlook)
- Ability to work effectively in a team and independently
- Enthusiasm to learn and develop new skills

Other

To comply with all Health and Safety procedures associated with the department at all times. This relates to:

- Standards and procedures of correct working practices
- The completion of risk assessments
- COSHH regulations
- Use of Personal Protective Equipment

To control wastage and operate according to the Companies environment policy with regard to:

- product control and waste minimisation
- proper care and maintenance of equipment to prolong its life
- using towels in appropriate quantity to minimise unnecessary laundering
- proper separation and disposal of cardboard, paper and glass in recycling bins
- minimising energy wastage by switching off unused lights, heating, PCs and equipment

To be an ambassador for ARC and for our site, taking personal responsibility for finding out about our product and services, and at all times striving to represent the Company in the most professional, courteous and efficient manner possible.

The above is not an exhaustive list of duties, and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

Signed by Employee..... Date.....

Signed by Line Manager..... Date.....