



**We are
hiring!**

**HR
Apprentice**

Looking to take your first steps into a career in HR?

Enjoy working with people, have an eye for detail and strong interpersonal skills?

If so, why not apply for our HR apprentice role!

The apprenticeship is a steppingstone into the world of HR. The apprenticeship would be for an initial 15-month period following a 12-month programme, with a further maximum of 3-month end point assessment period, leading to a level 3 apprenticeship qualification and CIPD Level 3 Foundation certificate in People Practice.

The apprenticeship covers the following 5 themes: The HR Function, Developing Yourself as an HR Professional, HR Legislation and Managing Data, Managing Stakeholders and Solving Problems and Process Improvement.

The role is full time (37 hours a week) and all year round. The salary is £12,000pa

The college offers a wide variety of benefits for staff, including free parking, on site catering facilities, pension, employment support programme, wellbeing days and access to a wide variety of locally agreed discounts.

To apply please complete an application form using the link <https://forms.gle/fr1v9KHUd7eQKCb9> or scan the QR Code or contact the HR Team on humanresources@leggott.ac.uk



Closing date 9am 28th November 2022

Interviews to be held 8th December 2022 (afternoon)

*John Leggott College has a strong commitment to Equal Opportunities, Safeguarding and promoting the welfare of young people and expect all staff to share this commitment. All posts are subject to an enhanced check by the Enhanced Disclosure clearance through the DBS and other checks may also be required. *Please note if you have not been contacted regarding an interview within six weeks of the closing date, please take it that unfortunately your application has been unsuccessful.*