



Role Profile

Job Title: HR Apprentice

Department: Human Resources

Reports To: HR Business Partner

Role Purpose

The HR apprentice will provide efficient, confidential, and proactive support across the employee lifecycle, while developing core HR knowledge, skills, and behaviours. The role supports the HR operations, day to day facilities management, recruitment coordination, employee data management, and first line employee relations, ensuring a positive colleague experience and compliance with policies and legislation while developing core skills aligned to the apprenticeship standard.

Key Accountabilities

HR

- Assist with onboarding and offboarding (contracts, right to work checks, Induction scheduling, probation tracking, exit admin).
- Prepare standard letters and documentation (offer letters, contract variations, references).
- Maintain accurate HRIS/people data, ensuring GDPR compliance and audit readiness.
- Support benefits administration (enrolments, changes, employee queries).
- Process changes (job titles, salary, hours) and ensure approvals are in place.
- Act as first point of contact for policy/process queries, escalating appropriately.
- Take notes in ER meetings alongside the HRBP
- Track probation, sickness, and performance processes, maintaining accurate records
- Support engagement activities (surveys, recognition schemes, culture and wellbeing events).
- Help produce Internal HR communications and update HR Intranet.
- Suggest improvements to templates, processes, guidance and knowledge articles.
- Participate in smaller HR projects (policy refreshers, process digitisation, EDI Initiatives).





Facilities

- Assisting with contractor scheduling and visitor management
- Supporting health & safety checks and reporting
- Helping manage office supplies and equipment inventories
- Logging and tracking maintenance issues
- Supporting fire safety processes, including drills and records
- Assisting with risk assessments (under supervision)
- Learning about statutory testing (PAT, water testing, etc.)

Knowledge, Skills & Behaviours

Essential

- Organisational Skills - ability to manage multiple tasks and meet deadlines.
- Communication - Clear, professional written and verbal communication.
- Attention to detail - Accurate data entry and document preparation.
- Confidentiality - Handles sensitive data and Information with discretion.
- Customer focus - Helpful and solutions orientated approach with colleagues and candidates.
- Tech savvy - Comfortable with MS 365 and HRIS.
- Ability to work both independently and as part of a team
- Willingness to learn and take on feedback

Desirable

- Basic understanding of UK employment law and HR processes.
- Experience In administration roles.
- Interest In early careers/HR as a profession.

Skills you will develop

- HR systems (HRIS), facilities management tools, ticketing systems
- GDPR and handling confidential data
- Communication and customer service skills
- Time management and prioritisation
- Basic project coordination
- Understanding of employment law and H&S fundamentals

Career Development Pathways

- HR Assistant / HR Coordinator
- Facilities Coordinator / Workplace Experience roles
- Specialist pathways (L&D, Recruitment, H&S, Employee Relations)



Tel: 0344 770 8030

www.foundationlending.co.uk

FOUNDATION

3 Arlington Square
Downshire Way
Bracknell, Berkshire
RG12 1WA

Foundation and Foundation Lending are trading styles of Paratus AMC Limited. Registered Office: 3 Arlington Square, Downshire Way, Bracknell, RG12 1WA Registered in England and Wales Company Number 03489004
Paratus AMC Limited is authorised and regulated by the Financial Conduct Authority. Registration number 301128
Calls may be monitored or recorded



FOUNDATION

OUR VISION: TO BE THE MOST TRUSTED LENDER

OUR VALUES

FAIR

We're open minded and make unbiased, consistent decisions.

ACCOUNTABLE

We take ownership of situations so that our customers get the right outcome.

CUSTOMER FIRST

We understand what our customers want and build strong relationships.

TRANSPARENT

We communicate clearly and concisely, ensuring we're always open with information.



Tel: 0344 770 8030

www.foundationlending.co.uk

FOUNDATION

3 Arlington Square
Downshire Way
Bracknell, Berkshire
RG12 1WA

Foundation and Foundation Lending are trading styles of Paratus AMC Limited. Registered Office: 3 Arlington Square, Downshire Way, Bracknell, RG12 1WA Registered in England and Wales Company Number 03489004
Paratus AMC Limited is authorised and regulated by the Financial Conduct Authority. Registration number 301128
Calls may be monitored or recorded