



HR Support Apprentice

CIPD Level 3

(Managed Services Team)

Location:	Head Office in Southampton (SO16 0AJ), with possible travel to schools
Contract:	30 hours per week, term time only (39 weeks per year) Fixed term 18 months
Salary:	Starting salary between £14,751 to £17,433 per annum (actual) Plus, level 3 CIPD course fully funded
Start Date:	November 2025
Application deadline:	Thursday 16 October 2025, noon
Interview date:	Wednesday 22 October 2025

Job Summary:

Hamwic Education Trust (HET) is a large, fast-paced multi-academy trust with currently 37 schools across the South Coast: Portsmouth, Southampton, Poole and Dorset.

We are seeking to appoint an HR apprentice to assist the HET HR team with providing HR support to schools. This role involves performing essential administrative tasks while gaining hands-on experience in various HR functions. As a key member of the HR team, you will be supporting all aspects of the employee life cycle, including recruitment and onboarding processes, HR administration and employee relations. Strong organisation skills, strict confidentiality and discretion are vital to this role.

Reporting to the Senior HR Business Partner, you will work alongside an experienced team, offering ample opportunities to learn and expand your knowledge. You will have the opportunity to 'earn while you learn' spending four days a week at HET head office and going out to schools and dedicating the fifth day to training and learning new skills or studying towards your Level 3 HR qualification.

We are seeking a professional individual who:

- Is a natural multi-tasker with strong organisational and administrative skills
- Has excellent written, communication and interpersonal skills
- Is detail-oriented with a 'right first time' mindset, completing work to a high standard
- Is a self-starter who is motivated to use initiative and has a good attention to detail
- Has experience of working in an administrative role, undertaking variety of tasks

If you are you looking for your first role in Human Resources, join our HR apprenticeship programme and take your first step into a rewarding and people-focused profession.

Benefits of HET HR Apprenticeship:

- Full training provided no prior HR experience needed!
- A welcoming team that values your growth and development
- A real career path in a thriving and respected organisation
- Develop the skills and knowledge required of an office environment and education sector
- A mentor to provide support through the apprenticeship course
- CIPD course delivered virtually by an excellent provider

What we offer you:

- An opportunity to be part of a collaborative managed services team with a shared vision of excellence
- Flexible working approach, where possible
- Wellbeing day (trial for 2025/26)
- Excellent training and development programmes and opportunities
- Eligibility to join the Local Government Pension Scheme
- Generous holiday entitlement, increasing with length of service
- Access to our benefits portal offering a full range of discounts available through Lifestyle Savings
- Access to Wellbeing Support through our Employee Assistance Programme, this includes free confidential telephone and face to face counselling for employees and family members
- Blue Light card

About Hamwic Education Trust:

HET is fully committed to developing an outstanding workforce. We are a friendly and supportive community of professionals working hard to ensure that our schools are enabling children to grow and develop for the future.

We have talented staff working in leadership, teaching and support roles throughout our schools and committed professionals working in the Managed Services team covering education, safeguarding, HR, IT, finance and estates. This experienced team supports our schools and is responsible for the successful delivery of our multi-academy trust.

As an employer, we support our staff to grow through continuing professional development and there is a range of apprenticeships and other opportunities available throughout the Trust to extend your knowledge, skills and career prospects.

HET celebrates the uniqueness of our pupils, our staff and our schools and we aim for everyone to achieve their full potential through the pathways of opportunities available.

Application Procedure:

If you would like to discuss the role further, please contact our HR team by emailing recruitment@hamwic.org to arrange an informal chat.

If you wish to apply for this position, please complete an application form which can be found at www.hamwic.org/category_vacancies/managed-services/ and return to recruitment@hamwic.org
CV's will only be accepted along with a completed application form.

Please note, we may close the advert prior to the advertised closing date should we have sufficient applications. We strongly encourage prospective applicants to apply as soon as possible.

Hamwic Education Trust (HET) are committed to safeguarding and protecting the welfare of our pupils and we expect all staff and volunteers to share this commitment.

All posts are subject to a safer recruitment process which includes enhanced criminal record and barring checks, scrutiny of work and training history, robust referencing, and other vetting checks.

Our safeguarding system is underpinned by a range of policies and procedures which encourage and promote safe working practice across HET.

All HET employees you will be required to undergo continuous professional development to maintain safe working practices and to safeguard our pupils.