



Our Values: Caring, Safe, Professional



HR & Training Support Administrator (Apprentice)

£15,000 pa

We are currently looking for a HR & Training Support Administrator (Apprentice) to provide support to the 'People' teams at CSP. The focus of the role will be to support the delivery of HR services and training for all staff, and to support the recruitment and compliance of our casual staff. The HR & Training Support Administrator will provide general administrative support to the HR & Training and the Recruitment & Resourcing teams in respect of all HR activities, training requirements and requests, and other administrative tasks; and will support the Training Advisor with the administration of CSP's Accredited Training Centre in the delivery of in-house training. They will also support the team in the production of reports. The successful applicant will be provided with professional, vocational development training (Level 3 Apprenticeship in Business Administration) to develop skills, to a recognised national standard. (You will need minimum Grades A-C in GCSE Maths and English as a requirement of enrolment to the Apprenticeship.)

The ideal candidate will have previous experience of working in a vibrant environment and be open to change, will have good organizational skills, and will be comfortable working independently. They will also have good attention to detail and be confident in communicating with people across the organisation.

This role is based at the Head Office in Watford.

This is an Apprenticeship role, duration 17 months, and may lead to a permanent role on successful completion of the Apprenticeship.

A full job description is available [here](#).

What you will be doing as a HR & Training Support Administrator (Apprentice)

- Provide general administrative support to the HR & Training and the Recruitment & Resourcing teams
- Act as the first response for all HR and training enquiries, cascading them to the appropriate team members in a professional and diligent manner
- Supporting with other administrative responsibilities related to the day to day running of our casual workforce
- Aid in the planning and preparation of internal meetings and other meetings as necessary, producing clear and concise meeting minutes where required
- Assist in the preparation of corporate presentations to a standard appropriate for Board level use

- Support the HR & Training and the Recruitment & Resourcing teams in the production of reports.

What we need from you as a HR & Training Support Administrator (Apprentice)

- GCSE Maths and English at grades A-C or equivalent
- Good organisational and administrative skills
- Good presentation and communication skills
- A confident and polite telephone manner
- Good attention to detail
- The ability to exercise tact, discretion and to maintain confidentiality

What CSP can offer you as a HR & Training Support Administrator (Apprentice)

- A 35 hour working week
- Vocational development training to a recognized standard, through the Apprenticeship Scheme, with appropriate time off for study
- 23 days' holiday per annum, plus Bank/Public Holidays
- Pension scheme with excellent employer contribution
- Life insurance at 4x salary
- A range of valuable medical and practical support services through an external Employee Assistance provider

About CSP

CSP stands for The Combined Services Provider. It also stands for Caring, Safe, Professional, representing our Values. We specialise in providing services to venues and static sites including Car Parking, Internal and External Traffic Management, HVM (Hostile Vehicle Mitigation) solutions, Security, Stewarding, Cash & Audit and Consultancy services. Whilst our range of services has grown, Car Parking/Traffic Management, HVM, and Security/Stewarding represent our core areas of expertise.

CSP strives to be an equal opportunities employer.

Vacancy details

Salary: £15,000

Location: Head Office at Watford

If you think you are suitable for this HR & Training Support Administrator position, and for the appropriate development training, please apply now by sending a cover letter setting out why you are suitable for this role and a copy of your CV to HR@gotocsp.com by midnight on Tuesday 6th August 2024.

