



**Magnus Group,  
Waratah House, Addison Way,  
Great Blakenham,  
Ipswich IP6 0RL, UK**

**Job Title: HR Support Apprentice**

### **Level 3 HR Support**

<https://www.instituteforapprenticeships.org/apprenticeship-standards/hr-support-v1-1>

### **Company Overview**

Magnus Group is a logistics company based in Great Blakenham (just outside Ipswich) with around 150 staff operating across 70 vehicles, with over 200,000 square feet of warehousing and three office sites. Magnus Group is privately owned by the Magnus family – the company has been in existence since 1973.

### **Role Overview**

To provide support to the HR department including payroll, personnel records, some first line interactions with employees and help set up internal training and communications. The role requires someone who is keen to understand HR policies and procedures and can impart the information to managers, as required.

### **Job Description**

This is a fixed term position from the commencement of the apprenticeship until completion of the apprenticeship qualification which is expected to be in the region of 18 months in total.

The role is based on full time office hours (8.30am to 5.30pm, Monday to Friday) including study time (mandatory 20% Off the Job Training study time within those hours to complete the Level 3 HR Support).

### **Key Duties**

- Report to Head of Personnel & Development
- Providing help to Payroll/Office Manager as required.
- Assisting Senior Management
- Taking and answering queries from employees
- Maintaining personnel records, both system and paper-based – including updating holiday and sickness records.
- Drafting contracts of employment for employees

- Setting up training events and booking meeting room
- Coordinating logistics for new employees
- Undertaking DBS Checks
- Provide minute-taking support for internal and HR meetings.
- Understand GDPR legislation with regards to personal details.
- Help coordinate content for company newsletter.
- Providing administrative support to the company's Consultation Committee.
- Anything else, as required, by the organisation.

### **Desired Skills**

- Attention to detail
- Active listening skills
- Strong organisational skills
- Strong interpersonal skills
- Through understanding of the need for complete confidentiality at all times.
- Strong communication skills and the ability to build excellent relationships with all customers, team members and management
- A desire to learn about current employment law legislation
- Tenacity and positivity with a strong drive to succeed

### **Desired Personal Qualities**

A team player with a positive attitude who is trustworthy, methodical and dependable. A self-motivated individual looking to increase their knowledge base and engage with all areas of the business.

### **Qualifications**

- GCSE at Grade 4 or above in Maths and English
- Desirable ICT qualification and/or knowledge of Microsoft, Outlook

**Entry onto the apprenticeship is subject to a initial assessment to establish course suitability. Ideally applicants should have at least 4 GCSEs including English and Maths at grades 9- 4.**

### **Reward**

- **Salary** Minimum of £5.50 per hour
- **Holiday** 33 days holiday per year including Bank and Public Holidays

### **Benefits**

- Company uniform
- Company sick pay (after probation)
- Free parking /discounted bus scheme
- Free tea and coffee
- Employee Assistance Programme (EAP)
- Regular social events.

**To apply for this role, please register your interest by emailing your CV and accompanying letter to: [apprenticeships@suffolk.gov.uk](mailto:apprenticeships@suffolk.gov.uk)**