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Recruitment & HR Operations Assistant Apprentice

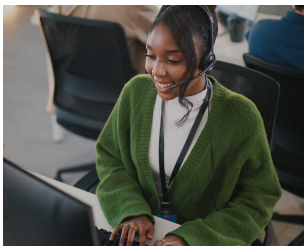
Location: **Halifax**

Posted: **20th October 2026**

Employer: **Calderdale Council**

Role type: **Apprenticeship**

Entry Requirements:



We are looking for an Apprentice Recruitment & HR Operations Assistant to join Calderdale Council's HR Department. Working across our Recruitment and HR Operations teams, you'll develop a wide range of administration, customer service and business support skills while helping to deliver an excellent service to managers, employees and job applicants.

Business

Local authority

Training provided

Level 3 Business Administration

Pay details

National Minimum Wage

Hours

37 hours per week, 21-month fixed term contract

Requirements

- GCSE English and maths at grades 9-4
- Strong organisational skills
- Ability to use IT packages including standard Microsoft Office software, Outlook and Teams
- Competence in use of computer systems
- Excellent communication skills
- Ability to prioritise and complete tasks with a high degree of accuracy

Minimum age

16

Description

Day-to-day tasks will include:

- Providing a professional customer point of contact for all enquiries to Recruitment and HR Operations
- Assisting with advertising of jobs and all aspects of the recruitment system
- Providing a helpdesk service for managers and customers on all aspects of the recruitment systems
- Maintaining electronic files and databases ensuring council policy, including GDPR, is adhered to
- Working with colleagues in the team to collaborate and support each other and make improvements to current ways of working
- Administration duties including quality assurance tasks to support HR Operations
- Supporting colleagues attending career events

How to apply

Please apply online **here**.

To enquire about this role: