

# Recruitment & Resourcing Assistant Apprentice

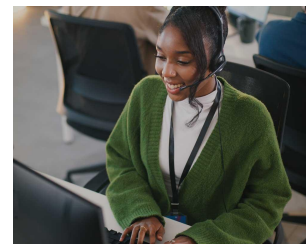
Location: **Halifax**

Posted: **23rd June 2026**

Employer: **Calderdale Council**

Role type: **Apprenticeship**

Entry Requirements:



**We are looking for an Apprentice Recruitment & Resourcing Assistant to join our team in Calderdale Council's HR Department. You will work within a friendly and supportive small team, providing effective, responsive, and high-quality recruitment administration service to internal and external customers.**

## 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 Resourcing
- Assisting with advertising of jobs
- 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 pre-employment checks
- Supporting colleagues attending career events

## How to apply

Please apply online [here](#).

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**To enquire about this role:**

