

Reward, Learning & Development Administrator Apprentice - HR

Location: **Leeds**

Posted: **23rd July 2026**

Employer: **Isio**

Role type: **Apprenticeship**

Entry Requirements:



Isio is a modern advisory firm, working with clients of all sizes and sectors on pensions, employee benefits and wealth.

Business

Financial services

Training provided

Level 3 HR Support

Pay details

Competitive

Hours

35 hours per week

Requirements

- GCSE maths and English at grades 9-4
- Strong written and verbal communication skills
- Experience of Microsoft Office Software
- Good team worker
- Strong organisational skills and the ability to manage multiple tasks
- Attention to detail
- A genuine interest and motivation to build a successful career in Human Resources

Minimum age

16

Description

Key responsibilities include:

- Coordinating all administrative aspects of the learning and development programmes, including scheduling, booking resources, and managing delegates
- Developing a good understanding of Isio's benefits package and development programme, and act as the first point of contact for related queries
- Managing and understanding Isio's Pension Scheme and associated administration
- Supporting with the monitoring of supplier costs, study costs, and exam tracking
- Maintaining accurate records
- Managing course enrolment processes

- Gathering feedback from employees which will be used to improve benefits or L&D design
- Updating training programme content or benefit platform content
- Conducting analysis to support various reward workstreams, such as benchmarking, comp survey submission, and salary range design
- Involvement in the performance assessment and annual pay and bonus review cycle

How to apply

Please apply on the company's [website](#).

To enquire about this role:

