

HR Apprentice

Start your career in Human Resources with TSG UK

Department	Human Resources
Reports to	HR Generalist
Location	Longforgan, Scotland
Working pattern	Office-based, Monday to Friday, 37.5 hours per week

No previous HR experience is required. School and college leavers are encouraged to apply.

About TSG UK

TSG UK, a division of the TSG Group, has over three decades of experience in providing equipment, services and solutions to forecourt retailers, commercial fleets and the transport industry throughout the UK.

Today, TSG UK is a leading name in the new energy sector, offering a diverse range of products and advanced solutions that help businesses transition from fossil fuels to electricity, gas, hydrogen and solar energy.

As part of an international group, we are helping shape the future of energy and mobility while investing in the next generation of talent.

About the Apprenticeship

Are you organised, professional and looking to start a long-term career in Human Resources?

Our HR Apprenticeship offers an opportunity to gain real workplace experience while studying towards a recognised qualification. You will work alongside experienced HR professionals, learning how HR supports employees and managers throughout their careers.

This is not just an apprenticeship. It is the first step towards building a rewarding career in Human Resources.

We are looking for motivated individuals with a positive attitude, strong attention to detail and a willingness to learn.

What You Will Do

- Support recruitment and help new employees join the business
- Prepare contracts, letters and HR documents using approved templates
- Maintain employee records and confidential information accurately
- Use HR systems and databases confidently
- Support learning and development activities
- Assist with HR projects and improvement initiatives
- Respond to employee and manager enquiries in a helpful and professional way
- Develop an understanding of HR processes, employment law and best practice

As your confidence and knowledge grow, you will be given greater responsibility and opportunities to develop new skills.

What We're Looking For

This apprenticeship could be right for you if you:

- Enjoy being organised and paying attention to detail
- Have good written and verbal communication skills
- Are confident using computers and Microsoft Office
- Can manage your time and priorities effectively
- Are reliable, professional and willing to learn
- Enjoy helping and supporting others
- Can handle confidential information responsibly
- Want to build a long-term career in HR

Essential Requirements

- National 5, or equivalent, in English
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- Eligible to undertake a Scottish Modern Apprenticeship
- A positive attitude and willingness to learn

How We Will Support Your Development

First few months	As you progress
• Learn about TSG, our people and our HR systems • Complete your apprenticeship induction and training • Build relationships with colleagues across the business • Develop confidence in HR administration processes	• Take ownership of routine HR activities • Support recruitment, onboarding and employee lifecycle processes • Contribute to HR projects and improvement initiatives • Develop professional HR knowledge and practical workplace experience

Future Career Opportunities

This apprenticeship is designed as the first step in a long-term HR career, with potential progression into specialist roles in recruitment, learning and development and HR business partnering.

Progression opportunities will depend on your performance, successful completion of the apprenticeship and business requirements.

Salary & Benefits

Salary: From £17,000 depending on qualifications and experience.

- 20 days annual leave plus bank holidays
- Life Assurance
- Employee Assistance Programme
- Structured training and development
- Earn while you learn
- Real career progression opportunities

Working Pattern

You will be based full-time at our Longforgan office, working 37.5 hours per week, Monday to Friday. Following successful completion of your initial probation period, you will attend college one day per week during term time, allowing you to gain a recognised qualification while developing valuable workplace experience.

Why Choose TSG?

At TSG, you will be more than just an apprentice. You will become part of a supportive team that is committed to helping you learn, develop and succeed.

If you are ready to take your first step into a professional career, enjoy working with people and want to make a real difference in a growing business, we would love to hear from you.

Start your HR career with TSG UK and help shape the future of our people and our business.

Our Commitment to Fairness and Inclusion

At TSG UK, we are proud to be an equal opportunity employer. We are committed to treating employees and applicants fairly and encourage candidates from all backgrounds to apply.