




Job Title:	Apprentice HR Administrator
Location:	Ratcher Way, Mansfield
Full Time/Part Time:	Full Time
Salary:	£8.00 per hour - All apprentices aged under 19, and Apprentices aged 19 or over in the first year of their apprenticeship
Date of Release:	Wednesday 13 May 2026

**Company Overview:**

Established in 2015, the IDSL Group of companies has fast expanded to include three significant brands and currently enjoys a turnover of over £55m per annum.

**One Group: Four Brands: Endless Possibilities**

 <p><b>Integrated Doorset Solutions Ltd (IDSL)</b></p>	 <p><b>Fire Door Inspection Solutions Ltd (FDISUK)</b></p>	 <p><b>Hartland Fire Holdings Ltd (HFHL)</b></p>	 <p><b>Fire Doors Rite Ltd (FDR)</b></p>
<p>A leading manufacturer of performance doorsets, glazed screens and architectural ironmongery, producing high-quality frames, architrave and joinery. Integrated Doorsets blends craftsmanship with advanced manufacturing to deliver reliable, compliant products.</p>	<p>A service-focused specialist delivering fire-door inspections, maintenance, repairs, and replacements, ensuring ongoing compliance, safety, and trusted lifecycle performance across diverse sectors.</p>	<p>A specialist provider of fire-door inspections, maintenance, and compliance services for defence and public-sector environments, delivering assured safety, certified performance, and dependable long-term asset protection.</p>	<p>A specialist provider of fire-door inspections, maintenance, repairs and certified installations, supporting defence and commercial estates with rigorous compliance, trusted processes and fully traceable fire-safety assurance.</p>

The IDSL Group brings together specialist manufacturing and compliance businesses, Integrated Doorsets, FDISUK, Hartland Fire, and Fire Doors Rite, to deliver complete fire-door and passive-fire protection solutions. Through sustained investment, the Group operates three state-of-the-art manufacturing plants in the East Midlands, providing over 135,000 sq. ft of modern production space. These facilities feature advanced CNC machining, precision through-feed cutting, robotic surface coating, and the latest post-forming technology, enabling high-quality manufacture at scale with capacity exceeding 1,000 doorsets per week.

Integrated Doorsets supports major national and regional contractors across the UK and beyond, while FDISUK, Hartland Fire, and Fire Doors Rite deliver industry-leading inspection, maintenance, repair, installation, and compliance services across healthcare, education, residential, defence, and wider public-sector environments. Together they provide end-to-end lifecycle assurance backed by extensive fire-test evidence and trusted compliance processes.

The Group continues to grow responsibly, including the installation of over 2,300 solar panels as part of its PAS 2060-aligned carbon-reduction plan. Unified as a single-source provider of doorsets, ironmongery, and compliance services, our mission is simple: to deliver ultimate reliability through a culture of excellence.

## Job Specification:

As part of our continued expansion, we're looking for an enthusiastic Apprentice HR Administrator to join Integrated Doorset Solutions Ltd. This role offers a fantastic opportunity to start your HR career, gain real-world experience, and learn from a supportive team, all while achieving a recognised qualification.

- Supporting employee lifecycle activities from onboarding to leavers
- Preparing HR documentation such as contracts, letters, and meeting records
- Updating and maintaining HR systems and employee records
- Assisting with recruitment administration and interview coordination
- Supporting absence management, training records, and HR reporting
- Handling general HR queries from employees and managers
- Providing administrative support to the wider HR team as required

Full training will be provided, alongside dedicated time to complete your apprenticeship qualification.

## Knowledge, Skills and Experience

- A keen interest in pursuing a career in Human Resources.
- Strong communication and interpersonal skills.
- Good organisational skills with the ability to manage multiple tasks.
- Attention to detail and accuracy.
- Ability to work as part of a team and independently when required.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Previous administrative or customer service experience (preferred but not essential).
- Willingness to learn and develop new HR skills.
- GCSE's (or equivalent) in English and Maths (Grade 4 / C or above preferred)
- This role involves regular site-to-site travel; therefore, a full UK driving licence is essential.

No previous HR experience is required – just the right attitude and desire to develop.

## How to apply:

Email: [recruitment@integrateddoorsets.com](mailto:recruitment@integrateddoorsets.com) with a CV and optional Cover Letter

Closing Date: Friday, 29 May 2026 – First Stage Interviews to take place Thursday 11.06.26



*Integrated Doorset Solutions Limited is an equal opportunities employer and discrimination on the grounds of colour, sex, religion, race, ethnic origin, or sexual orientation is strictly forbidden.*



*Join our team and become part of an inclusive workplace that values and supports everyone. As a proud member of the Disability Confident scheme, we are committed to creating opportunities for talented individuals with disabilities. We strive to remove barriers and ensure all employees can achieve their full potential. Embrace this chance to contribute to a diverse and dynamic team that is dedicated to promoting equality and accessibility in the workplace.*