

We call it **Jacksonesque**

Just the job

Julie Glading – Human Resources
Administrator

“Working for Jackson’s has helped her realise just how capable she is.”

After taking her GCSEs Julie gained general administration experience and this led to her current job where she assists the Human Resources Manager. Of course in the old days Human Resources or HR was called Personnel but nowadays the work of the HR team has expanded considerably which ensures Julie’s days are never dull.

Amongst her many jobs Julie is responsible for sending out contracts of employment. Gone are the days of being thrown in at the deep end and learning how to swim. When new people start with Jackson’s we make sure they receive a thorough induction programme to learn about the company which Julie arranges and runs for us. She also maintains our annual leave records, looks after the company’s private healthcare scheme and deputises for the HR Manager acting as a contact point for all Jackson people.

“I’m talking to people all the time and try to help them with any queries or problems that may arise.”

Spending so much time on the telephone can be a bit of a challenge but Julie says, the only calls she finds challenging are the constant inquiries from recruitment agencies!

Since becoming HR Administrator her confidence has grown. Julie says working for Jackson’s has helped her realise just how capable she is and that she can do much more than she first thought.

“It’s a nice place to work!”

“I have much more confidence than when I first started with the company. This is a very social job because I talk to people from all over the company and I find it very interesting learning about employment issues. It’s a nice place to work.”

Julie is being sponsored by JCE to study for her Certificate in Personnel Practice from September.

Next steps:

1

Still at School

It will help if you take post 16 subjects to prepare for your career. Useful subjects would be business studies and English language. Some colleges and universities will require these subjects while others may offer entry from a wider choice including geography and psychology.

2

After School

After school you are likely to progress your academic qualifications by a vocational route combining employment experience and part time study. Choosing what, where and how to study is a big decision. It is important that you choose a course or programme recognised by the Chartered Institute of Personnel and Development who will help you gain the professional qualification you seek.

3

Gaining Professional Qualifications

Once you have completed your academic education you are well on your way to achieving a professional qualification as a Personnel Manager. A professional qualification is recognised as a mark of quality and establishes your credentials in your profession.

The process of qualifying can involve work assessments, written work and interviews. Jackson Civil Engineering will support and encourage you to achieve these goals.

For more advice and information visit the
Chartered Institute of Personnel and Development website:
www.cipd.co.uk



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