

# The Bishop of Winchester Academy

## Person Specification

### Human Resources and Office Administrator

This person specification will be used in shortlisting and interviewing to select the best candidate. Each applicant should, therefore, address the person specification in your written application and where appropriate you should give examples of how you meet the criteria.

	Essential	Desirable	Method of Assessment
<b>Ethos</b>			<b>Application – A Interview - I</b>
Support the sponsors' vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy.	✓		I
Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self-discipline, creativity and hope.	✓		I
In sympathy with the ethos of the academy, including a commitment to co-operation and helpfulness and a concern for the wellbeing of others	✓		I
All academy post-holders are expected to contribute to the development of young people and the community.	✓		I
<b>Experience</b>			
Experience of customer care and delivering frontline services	✓		A & I
Experience of working with external providers e.g. agencies	✓		A & I
Working in a school environment		✓	A & I
At least 2 years' experience supporting a Human Resources team	✓		A & I
Experience in the use of IT packages such as HR systems, databases, MS Teams, Word, and Excel.	✓		A&I
<b>Skills, Knowledge and Abilities</b>			
Ability to communicate clearly and concisely at all levels whilst understanding your customer's needs	✓		A & I
Ability to maintain confidentiality at all times	✓		A&I
Ability to be self-motivated, to reflect on own performance within a role and to identify areas of learning/improvement	✓		A & I
Strong organisational skills with an ability to be adaptable and meet deadlines	✓		A&I
Ability to collate and analyse and present HR data	✓		A&I
Ability to multi- task whilst having exceptional attention to detail	✓		A & I
Flexible approach to work and work area, working outside normal hours when reasonably required to do so	✓		A & I
Understanding of safeguarding		✓	A & I
Committed to being a Safeguarding champion for the Academy	✓		A & I
Ability to work effectively with other colleagues	✓		A & I
Ability to work independently, managing own workload and use initiative	✓		A & I
Exceptional written and verbal communication skills	✓		A & I
Knowledge of SIMS (Management Information System)		✓	A & I
Understanding of the principles of data protection	✓		A & I
An understanding of employment law	✓		A & I
<b>Education, Training and Qualifications</b>			
Educated to A Level or equivalent experience	✓		A & I
CIPD Level 3 qualified or above or NVQ level 3 or equivalent in an administration, business or HR related subject		✓	A & I
<b>Personal and other</b>			
Fully committed to all Academy Policies	✓		A & I
Willingness to attend relevant training	✓		A & I
Willingness to be involved in Safeguarding CPD for Academy Staff	✓		A & I
Flexibility and a readiness to undertake a wide range of tasks	✓		A & I
Ability to work outside of normal office hours on occasions	✓		A & I
Strong work ethic and positive attitude	✓		A & I
Desire/drive to support good HR Practice, learning and development	✓		A & I

