

THE CHERWELL SCHOOL

Opportunity, Responsibility, Excellence

Person Specification – HR Administrator

	Essential	Desirable
Qualifications/ Training and Experience	<ul style="list-style-type: none"> ● Experience in an administrative role ● Experience within a school setting ● Good standard of general education (e.g. 5 GCSE's) ● First Aid qualification (or willing to undertake training) 	<ul style="list-style-type: none"> ● Experience in a HR position and/or supporting a busy recruitment function ● CIPD qualification
Knowledge/Skills	<ul style="list-style-type: none"> ● Excellent literacy, numeracy and IT skills ● Effective use of relevant equipment/resources (including ICT packages) ● Understanding and compliance of professional confidentiality and GDPR 	<ul style="list-style-type: none"> ● Knowledge of relevant policies/codes of practice & awareness of relevant legislation
Personal Characteristics	<ul style="list-style-type: none"> ● <u>Communicating Information</u> – identifies and uses the most effective means of communication appropriate to the situation and the individuals involved ● <u>Self-Management</u> – manages own behaviour to achieve positive results ● <u>Teamwork</u> – is motivated to work together with others and in a variety of different team settings ● <u>Staff Support</u> – provides effective support to staff and is viewed as approachable, reliable and confidential ● <u>Professionalism</u> – sets and maintains high personal and professional standards ● <u>Development and Training</u> – willing to take training to further enhance knowledge and skills ● <u>Innovation and Improvement</u> – supports the School in identifying new and better ways of providing the service to achieve organisational aims ● Ability to relate well to children and adults 	
Safeguarding and Wellbeing	<ul style="list-style-type: none"> ● A commitment to safeguarding duty and promoting children's wellbeing in accordance with school guidelines ● A commitment to support the School Leadership team (SLT) to set a culture which supports the mental health and wellbeing of all members of the community ● To uphold and promote the values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs within the school community 	<ul style="list-style-type: none"> ● Desire to take on further/advanced Safeguarding training and responsibilities ● Evidence of CPD undertaken in this area