

# **PERSON SPECIFICATION**

Applications will be assessed against the following, which are the minimum required for this post.

## **QUALIFICATIONS:**

- Good standard of education - 5 GCSEs or equivalent including English and Maths. (Essential)
- HR/CIPD qualification – (Desirable)
- Further training/qualifications in HR (Desirable)

## **EXPERIENCE:**

- Proven experience of HR and administration. (Essential)
- Experience of staff recruitment, selection and development. (Essential)
- Experience of administration in a similar public sector environment (Desirable)
- Experience of administering payroll; input of variance and other claims, and accuracy checking (Desirable)

## **SKILLS:**

- Excellent ICT skills. Proficient in the use of Microsoft Excel, Word, Outlook, PowerPoint, Internet Explorer and databases. (Essential)
- Ability to work in a highly organised and methodical manner. (Essential)
- Excellent numeracy/literacy skills; both written and oral. (Essential)
- Ability to compose routine correspondence appropriate to intended audience as well as ability to effectively take minutes of meetings. (Essential)
- Ability to communicate effectively and confidentially with persons at all levels. (Essential)
- Ability to maintain accurate and detailed work records and inventories. (Essential)
- Ability to maintain confidentiality on all school matters. (Essential)
- Ability to work alone on a broad variety of projects. (Essential)
- Ability to work pro-actively to achieve efficiency and effectiveness. (Essential)
- Good time management skills and the ability to prioritise work dealing effectively with conflicting priorities. (Essential)
- Ability to work to deadlines. (Essential)
- Ability to work in a fast moving and pressurised environment. (Essential)
- Ability to work flexibly to attend meetings where necessary. (Essential)
- Willingness to participate in further training and development opportunities offered by the school to further knowledge. (Essential)

## **OTHER REQUIREMENTS:**

- Promote the vision, aims and values of the school and in doing so support its leadership
- Be aware and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to appropriate persons
- An up-to-date Enhanced DBS Disclosure which the school will apply for on your behalf, if you are appointed to the role
- Present a professional and friendly disposition and personal image contributing to a welcoming school environment which supports equal opportunities for all
- Promote and ensure the health and safety of pupils, staff and visitors (in accordance with appropriate health and safety legislation) at all times
- The school is committed to Safe Guarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.