



# ABINGDON LEARNING TRUST

## Person Specification – Payroll & HR Administrator

SPECIFICATION	ESSENTIAL	DESIRABLE
<b>Education/Training</b>	<ul style="list-style-type: none"> <li>• Educated to at least Level 5/C with strong literacy and numeracy skills, and hold a qualification at A level or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to degree standard</li> <li>• Payroll or HR qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Relevant experience of working within Payroll</li> <li>• Worked as part of a team</li> <li>• Dealing diplomatically, tactfully and sensitively with colleagues in a busy environment</li> <li>• Experience of working in a setting within which excellent communication is essential</li> <li>• Experience of working with a Payroll and/or HR System</li> <li>• Proven ability to meet tight deadlines</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience in a similar role</li> <li>• Previous experience of working within an Education environment</li> <li>• Experience of Dataplan</li> <li>• Previous HR administration experience</li> </ul>
<b>Skills/Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to use initiative, to work pro- actively and time manage workloads</li> <li>• Ability to work within recognised procedures and respond to unexpected problems and situations</li> <li>• Ability to deal with confidential and sensitive information with tact and discretion applying data protection and data sensitivity principles at all times</li> <li>• Have the ability to consider and seek out all relevant information and present balanced and sound reasoning to sensitive issues</li> <li>• Working knowledge of relevant policies / codes of practice/ legislation relating to HR services</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of payroll practices</li> <li>• Experience of problem solving and analytical skills</li> <li>• Project management to complete multiple tasks within deadlines</li> </ul>

	<ul style="list-style-type: none"> <li>• Excellent Excel skills</li> <li>• Ability to work effectively &amp; efficiently under pressure</li> <li>• Effective interpersonal skills, displaying a confident &amp; friendly approach</li> <li>• Willingness to develop knowledge of and use of ICT and other specialist equipment/resources</li> <li>• Ability to self-evaluate learning needs to participate in development and training opportunities</li> </ul>	
<p><b>Personal Qualities</b></p>	<ul style="list-style-type: none"> <li>• Good organizational skills, highly motivated</li> <li>• Flexible, patient and adaptable manner</li> <li>• Ability to maintain a professional approach at all times</li> <li>• Commitment, enthusiasm and energy</li> <li>• Excellent time keeping</li> <li>• The ability to prioritise</li> <li>• Meticulous attention to detail</li> <li>• Innovative &amp; proactive</li> <li>• Willingness to undertake training</li> <li>• Willingness to try new approaches</li> <li>• Respect and support ethos of Trust</li> <li>• Ability to work across different schools as required within the areas that the Trust operates</li> <li>• Committed to CPD and keeping up to date with relevant changes in Payroll and Pensions.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to drive and access to own vehicle</li> </ul>