

PERSON SPECIFICATION

Human Resources Administrator

Attributes	Essential	Desirable	How Identified
Education and Training			
<ul style="list-style-type: none"> A good general level of formal education including Maths and English at GCSE; CIPD Qualification or relevant HR experience Driving License 	<ul style="list-style-type: none"> • • 	<ul style="list-style-type: none"> • 	Application Form
Experience			
<ul style="list-style-type: none"> Experience in an education environment and an understanding of HR processes; Experience of working in an education setting; 		<ul style="list-style-type: none"> • • 	Application Form & References
Knowledge			
<ul style="list-style-type: none"> Excellent knowledge of IT including keyboard skills and Microsoft Office packages; Knowledge and understanding of Keeping Children Safe in Education and safer recruitment guidelines. Understanding of GDPR compliance requirements 	<ul style="list-style-type: none"> • • 	<ul style="list-style-type: none"> • 	Application Form & Interview
Skills			
<ul style="list-style-type: none"> Ability to communicate effectively with students and staff; Excellent written and oral communication skills; Ability to work under pressure, to deadlines, prioritising tasks and communicating effectively with others; Excellent customer care skills; Ability to work independently and problem solve; Ability to adhere to the non-negotiable guidance surrounding HR and Safeguarding; Ability to deal with confidential information and maintain confidentiality; Good organisational skills; Ability to deal tactfully and professionally with colleagues is essential. 	<ul style="list-style-type: none"> • • • • • • • • • 		Application Form & Interview
Personal Attributes			
<ul style="list-style-type: none"> Personal resilience and the capacity to work effectively and stay calm under pressure; Personal integrity and honesty; A commitment to equality and diversity in the workplace; Reliable; Flexibility; A commitment to continuous professional development; A commitment to upholding the values and policies of the Trust - particularly with regard to promoting the welfare of, and safeguarding, children. 	<ul style="list-style-type: none"> • • • • • • • 		Application Form References & Interview

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. The post holder will be subject to Safer Recruitment checks in line with the Keeping Children Safe in Education guidance, which includes an enhanced DBS check. This position will involve contact with children and, therefore, the post holder will be engaging in regulated activity relevant to children.