

# PERSON SPECIFICATION

<b>Job Title</b>	<b>HR Administrator for the MAT (Multi Academy Trust) Central Services Team</b>
<b>Department / Group</b>	<b>MAT Central Services</b>
<b>Reporting</b>	<b>HR Manager and Chief Finance Officer (CFO)</b>

<b>The successful applicant will demonstrate the following experience, skills and characteristics:</b>	<b>Essential/ Desirable</b>
<b>Education and Qualifications</b>	
• To have a commitment to continuous professional development	<b>E</b>
• You will have or be willing to undergo appropriate First Aid training	<b>D</b>
• Be CIPD level 3-5 qualified or willingness to undertake a CIPD qualification	<b>E</b>
• A good basic education to GCSE (or equivalent) in literacy and numeracy. Or other evidence of being suitably numerate and literate in English	<b>E</b>
• You have excellent literacy and communication skills, including proficiency in accurate written and spoken English – the ability to make points clearly and confidently, providing information and advice in accurate spoken English, and able to understand the views of others	<b>E</b>
<b>Experience</b>	
• HR Administrator experience ideally within a school setting	<b>E</b>
• Ability to use initiative to respond promptly and effectively to emerging issues, taking appropriate action as required.	<b>E</b>
• To have excellent attention to detail and experience of working and multi-tasking within a complex and demanding role	<b>E</b>
• To have experience of Schools systems SIMS / Bromcom	<b>D</b>
<b>Professional Skills and Knowledge</b>	
• Understanding of data protection and confidentiality	<b>E</b>
• Ability to use IT packages including word processing, spreadsheets and presentation software	<b>E</b>
• To have the ability to prioritise effectively, work under pressure and meet deadlines with a sense of balance and perspective	<b>E</b>
• Knowledge of School Teachers Pay and Conditions (Burgandy Book) and National Joint Council (Green Book)	<b>D</b>
• Knowledge of safer recruitment legislation and Keeping Children Safe in Education (KCSIE)	<b>D</b>
<b>Personal Qualities</b>	
• Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school	<b>E</b>
• Commitment to a team approach; exchanging ideas and providing support to colleagues where needed	<b>E</b>
• Patient, adaptable, meticulous and conscientious	<b>E</b>
• To be punctual, reliable, flexible and well organised with good time management skills	<b>E</b>
• To be willing to participate fully in extracurricular activities	<b>D</b>

• Able to maintain complete confidentiality and discretion at all times, combined with a calm personality and sound judgment	<b>E</b>
• You have an awareness of and a commitment to equal opportunities	<b>E</b>
• You have a commitment to safeguarding and promoting the welfare of children, young people and adults	<b>E</b>
• You have an awareness and adherence to relevant health and safety regulations and policies	<b>E</b>

Applicants who fail to adequately address relevant criteria in their application form and supporting statement will not be considered.

## **ADDITIONAL INFORMATION**

### **Safeguarding and Equalities**

The school is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment. The post requires the appropriate level of criminal record disclosure (Disclosure and Barring Service check) to be undertaken successfully as a condition of employment.

Tithe Academy is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

### **Recruitment**

The recruitment panel will assess an applicant against the person specification through:

- Application
- Interview
- Assessment Activities
- References and other employment checks