

PERSON SPECIFICATION

Job Title: Cover HR administrator

Specification	Essential	Desirable
Work, organisational & planning skills	• GCSE level or equivalent of literacy and numeracy • Competent IT and keyboard skills • Reliable, well organised and systematic • Analytical and practical approach to problem solving • Able to prioritise and manage a demanding work schedule with competing priorities • Ability to use initiative and discretion where appropriate • Ability to learn from experience and manage change	• Ability to demonstrate sound and effective judgement when dealing with complex issues
Working with people	• Excellent interpersonal skills, able to deal courteously and helpfully with colleagues, students and parents • Good teamworker	• Experience of working effectively in a similar sized organisation
Communication	• Effective oral and written communication	
Personal Qualities	• Able to use own initiative & work independently with minimal supervision • Discretion with confidential material • Keen enthusiastic approach to work	
Experience	• Proven ability to work effectively under pressure to meet deadlines • Comfortable using computers and Information Systems as an integral part of the job with a good understanding of Microsoft office applications	• Previous experience of working in a school • Familiarity with data management system