



## HR Support Administrator (Attendance & Wellbeing) Person Specification

### Grade D

Area	Essential	Desirable
Qualifications	<ul style="list-style-type: none"><li>• 5 GCSE passes or equivalent and a good standard of literacy and numeracy.</li><li>• Proficiency in Microsoft Office and online meeting platforms e.g. Teams.</li><li>• Knowledge of HR processes and HR procedures.</li></ul>	
Experience	<ul style="list-style-type: none"><li>• Experience in an administrative support role.</li><li>• Strong organisational and time management skills with the ability to prioritise.</li><li>• Proficiency in Microsoft Office and online meeting platforms e.g. Teams.</li><li>• High attention to detail and accuracy when handling staff data and reports.</li><li>• Understanding of confidentiality, safeguarding, and data protection responsibilities.</li><li>• Experience working in a busy office environment.</li></ul>	<ul style="list-style-type: none"><li>• Previous, appropriate, HR experience</li><li>• Previous experience of working in a school or in an educational setting.</li></ul>
Knowledge	<ul style="list-style-type: none"><li>• Competent IT skills, including experience using Microsoft Office, email and internet</li><li>• Understanding of the importance of confidentiality and safeguarding.</li></ul>	<ul style="list-style-type: none"><li>• Experience using school systems.</li><li>• Working knowledge of relevant policies/codes of practice and awareness of legislation e.g. Child Protection, Safeguarding, GDPR and Health and Safety.</li></ul>



Area	Essential	Desirable
Personal Skills and Qualities	<ul style="list-style-type: none"><li>• An effective organiser who can get the most from human and material resources through their development and deployment.</li><li>• A proactive, positive and resilient individual with drive, integrity, independence.</li><li>• Work constructively as part of a team, understanding organisational school roles and responsibilities and your own position within these.</li><li>• Ability to remain calm under pressure and manage multiple priorities, using initiative to achieve deadlines.</li><li>• Able to prioritise conflicting demands whilst managing a diverse and demanding workload through good organisation and prioritisation.</li><li>• Personable, approachable and proficient in both written and verbal communication.</li><li>• Ability to communicate confidently and effectively at all levels e.g. Governors, leadership team, teaching staff, parents and local authority staff.</li><li>• To be able to work on own initiative.</li><li>• Professional, discreet and trustworthy.</li><li>• Is flexible, reliable and thrives in a collaborative team.</li></ul>	