



## 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>	