

PERSON SPECIFICATION

Job title: HR Assistant

Team: HR Team & Hub Operations Team

Reporting to: Senior HR Officer

Education and experience	Requirement
Administrative Experience	Essential
Good general level of Education (GCSE Maths and English grade C)	Essential
CIPD Level 3 or equivalent experience	Desirable
Experience of HR or worked within a school environment	Desirable
Knowledge and skills	Requirement
Good interpersonal skills and an ability to build effective relationships with stakeholders	Essential
Good communication skills	Essential
Excellent interpersonal skills	Essential
Excellent attention to detail	Essential
An ability to organise and prioritise workload	Essential
Good IT skills	Essential
Knowledge of recruitment and safer recruitment	Desirable
Basic knowledge of safeguarding	Desirable
Personal characteristics	Requirement
Collaborative and empathetic	Essential
Diplomatic and pragmatic	Essential
Committed to the vision and values of Acer Trust	Essential
Flexible and adaptable	Essential
Committed to own learning and professional development	Essential