

## Person specification – HR & Admin Assistant

<b>Specification</b>	<p style="text-align: center;"><b>Essential</b></p> <p style="text-align: center;">These are qualities without which the Applicant could not be appointed</p>	<p style="text-align: center;"><b>Desirable</b></p> <p style="text-align: center;">These are extra qualities which can be used to choose between applicants who meet all of the essential criteria</p>
Personal qualities	<ul style="list-style-type: none"> <li>• Ability to work calmly and with patience under pressure</li> <li>• A good sense of humour</li> <li>• Excellent interpersonal skills</li> <li>• Excellent communication skills with adults and children, verbally and in writing</li> <li>• Ability to cope with conflicting demands, deadlines and interruptions and prioritise workload</li> <li>• Enthusiasm &amp; Energy</li> <li>• Friendly welcoming &amp; approachable</li> <li>• Maintain complete confidentiality</li> <li>• Team Player</li> </ul>	
Skills & Experience	<ul style="list-style-type: none"> <li>• Good organisational skills</li> <li>• Effective time management</li> <li>• Ability to work to deadlines</li> <li>• Ability to be flexible</li> <li>• Ability to use own initiative and work independently</li> <li>• Creative approach to problem solving</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a learning environment such as a learning centre or school/college/</li> <li>• Experience of working in a busy office</li> <li>• Two years' experience of HR procedures</li> <li>• Experience of using School Information Management System (Arbor)</li> </ul>
Knowledge and understanding	<ul style="list-style-type: none"> <li>• Equal opportunities</li> <li>• Knowledge of Safeguarding procedures</li> <li>• A professional manner and the ability to communicate in an appropriate, concise manner, written and orally</li> <li>• Accuracy and attention to detail.</li> <li>• Adaptable and flexible approach to working</li> <li>• Appreciation of necessity for confidentiality, tact and integrity</li> <li>• Good organisational and time management skills and ability to prioritise your work</li> <li>• Commitment to training to improve own development needs</li> <li>• Ability to work well in a team</li> </ul>	

	and on own initiative	
Relevant qualifications and training	<ul style="list-style-type: none"> <li>• GCSEs qualifications or equivalent including English and Maths</li> <li>• Level 3 or equivalent word processing certificate</li> <li>• Qualification in Microsoft Office Excel/Powerpoint etc</li> </ul>	<ul style="list-style-type: none"> <li>• CIPDHR Qualification or equivalent/similar</li> </ul>
Other requirements	<ul style="list-style-type: none"> <li>• Commitment to equal opportunities</li> <li>• Committed to personal and professional development demonstrated by a willingness to learn and attend in-service training</li> </ul>	<ul style="list-style-type: none"> <li>• Hold current driving licence</li> </ul>