

| <b>PERSON SPECIFICATION</b> |  |  |
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| <b>SPECIFICATION</b>        | <b>ESSENTIAL</b>   | <b>DESIRABLE</b>   |
| <b>Education/Training</b>   | <ul style="list-style-type: none"> <li>• Minimum of GCSE Maths and English</li> <li>• A Levels or equivalent level education</li> </ul>  | <ul style="list-style-type: none"> <li>• A specialist Payroll Qualification</li> <li>• CIPD accreditation</li> <li>• A degree or equivalent experience</li> </ul>  |
| <b>Relevant Experience</b>  | <ul style="list-style-type: none"> <li>• Recent Payroll experience, ideally including pension administration</li> <li>• Experience in the use of Microsoft Office applications including proficiency in Excel and Outlook</li> <li>• Experience in the use of specialist payroll and HR software and databases</li> <li>• Experience of using payroll and HR digital platforms.</li> </ul>   | <ul style="list-style-type: none"> <li>• Familiarity with Cintra IQ</li> <li>• Human Resources experience</li> <li>• Experience/knowledge of working in an educational environment</li> <li>• Experience of liaising with external contacts</li> <li>• Experience with recruitment processes and procedures</li> </ul> |
| <b>Skills/Aptitudes</b>     | <ul style="list-style-type: none"> <li>• Excellent IT skills, particularly Excel</li> <li>• Excellent interpersonal skills with the ability to communicate effectively with employees at all levels and with external contacts</li> <li>• Accuracy and attention to detail</li> <li>• Excellent organizational skills with the ability to prioritise and plan workload</li> <li>• Discretion and the ability to maintain confidentiality</li> <li>• Ability to work independently and proactively</li> <li>• Ability to deal with all enquiries in an efficient and effective manner</li> <li>• Ability to work calmly under pressure, often to tight deadlines</li> <li>• Ability to work flexibly as part of a team</li> </ul> |  |
| <b>Other requirements</b>   | <ul style="list-style-type: none"> <li>• Flexible approach to working hours</li> <li>• A commitment to College good practice and to relevant legislation including equality and diversity, and safeguarding and promoting the welfare of young people</li> <li>• Commitment to the College's ethos and values</li> </ul>   | <ul style="list-style-type: none"> <li>• Interest in educational needs of students</li> </ul>  |