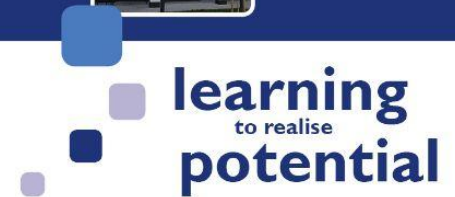




PERSON SPECIFICATION: HR ADMINISTRATOR



Essential Qualifications:

- Level 2 English & Maths (GCSE grade 5 or above)

Desirable Qualifications:

- CIPD Level 3 Foundation Certificate in People Practice

Essential Experience:

- Liaising with people at all levels
- Proven experience working in a busy administrative or HR support role
- Experience using databases and handling confidential or sensitive information
- Experience of undertaking a range of clerical and administrative duties, including data input and retrieval.
- To maintain confidentiality
- Ability to build and maintain effective working relationships with colleagues

Desirable Experience

- Previous experience working within an educational setting or using school MIS systems (e.g., SIMS, Arbor, Bromcom)
- Experience assisting with safer recruitment processes or Single Central Record maintenance

Knowledge & Skills

- Strong IT literacy, including proficiency in Google Workspace (Microsoft Office 365, Word, Excel, Teams).
- High level of attention to detail and accuracy when inputting data.
- Strong written and verbal communication skills with a customer-focused approach.
- Knowledge of statutory safeguarding frameworks (KCSIE) and UK GDPR compliance in an employment context.
- Excellent time management skills with the ability to prioritise tasks under pressure during peak academic deadlines.

Commitment to the promotion of values, policies and procedures:

- Commitment to raising educational achievement, positive values, attitudes and behaviour
- Commitment to building and maintaining successful relationships with pupils
- An understanding of Equal Opportunities and the issues affecting social, cultural, linguistic, religious and ethnic backgrounds