

**HR Administrator
PERSON SPECIFICATION**



	ESSENTIAL	DESIRABLE
1. Qualifications/ Training	Minimum of GCSEs in Maths and English Willingness to undertake further professional development	Relevant personnel / HR qualification SIMS.Net training or experience
2. Experience	Proven experience working in a busy, people-focused administrative environment, ideally within HR or a similar function.	Prior experience working in a school setting
3. Skills	The ability to work accurately and with discretion when dealing with HR and Payroll matters A team player with the ability to establish effective links with colleagues Proven IT ability, to include use of Microsoft Outlook, Word and Excel The ability to communicate clearly and accurately, both written and spoken, whilst paying attention to detail Ability to use initiative to respond to peaks and troughs in work flow whilst meeting deadlines and adapting accordingly Ability to prioritise tasks, taking notes, coordinating tasks.	Prior experience in recruitment
4. Additional Qualities	Ability to deliver a high-quality service and demonstrate a commitment to continuous improvement Willingness to cooperate with others Ability to handle sensitive and confidential issues and information Personal integrity An understanding and commitment to equal opportunities in employment, child protection and education equity issues Reliable A passion for education and its role in society Flexibility Calm under pressure To be willing and able to uphold the school's values: Cooperation, Responsibility, Integrity, Resilience, Respect and Kindness	

The postholder has responsibility for safeguarding and promoting the welfare of pupils at the school