

## PERSON SPECIFICATION

Job Title: HR/PAYROLL ADMINISTRATOR

| Specification   | Essential  | Desirable  |
|---|--|--|
| <b>Work, Organisational &amp; planning skills</b><br><br><b>Working with people</b><br><br><b>Communication</b><br><br><b>Personal Qualities</b><br><br><b>Experience</b> | <ul style="list-style-type: none"> <li>▪ Experience of HR or payroll administration</li> <li>▪ Previous experience of working in a school managing Single Central record</li> <li>▪ Reliable, well organised and systematic</li> <li>▪ Works accurately with good attention to detail</li> <li>▪ Able to prioritise and manage a demanding work schedule with competing priorities</li> <li>▪ GCSE Maths and English at C grade</li> <li>▪ Excellent interpersonal skills, able to deal courteously and helpfully with visitors, staff and students</li> <li>▪ Good teamworker</li> <li>▪ Effective oral and written communication</li> <li>▪ Able to use own initiative &amp; work independently with minimal supervision</li> <li>▪ Discretion with confidential material</li> <li>▪ Keen enthusiastic approach to work</li> <li>▪ Proven ability to work effectively under pressure to meet deadlines</li> <li>▪ Comfortable using computers and Information Systems as an integral part of the job with a good understanding of Microsoft office applications</li> </ul> | <ul style="list-style-type: none"> <li>▪ Experience of managing data</li> <li>▪ Experience of working effectively in a similar sized organisation</li> <li>▪ Previous experience in face-to-face customer service</li> <li>▪ Familiarity with the SIMS system</li> </ul> |