



PERSON SPECIFICATION

Job role:

People Administrator

Date:

Aug-25

Competencies	Essential	Demonstrated
1 Qualifications	Good standard of education - 5 GCSEs or equivalent including English and Maths	Application
2 Knowledge & Skills	Understanding of HR policies and processes	Application
3 Experience	Understanding of child protection, health and safety, and wellbeing	Application
4 Experience	Experience with recruitment, onboarding, and payroll processes	Application
5 Experience	Awareness of data protection and confidentiality	Application
6 Knowledge & Skills	Experience using HRIS and maintaining employee records	Application
7 Knowledge & Skills	Knowledge of safer recruitment and statutory vetting requirements	Interview
8 Knowledge & Skills	Excellent administrative and organisational skills	Interview
9 Knowledge & Skills	High level of accuracy and attention to detail	Interview
10 Knowledge & Skills	Good time management skills and the ability to prioritise work dealing effectively with conflicting priorities	Interview
11 Knowledge & Skills	Ability to communicate effectively and confidentially with persons at all levels	Interview
12 Knowledge & Skills	Ability to manage sensitive and confidential information	Application
13 Knowledge & Skills	Proficient in Microsoft Office	Application
14 Other requirements	<ul style="list-style-type: none"> Strong alignment with the Trust's values and culture Collaborative team player Adaptable and open to change in a dynamic environment Excellent interpersonal and communication skills Proactive, solution-focused, and resilient 	Application
15 Other requirements		Interview
16 Other requirements		Interview
17 Other requirements		Application
18 Other requirements		Interview
Competencies	Desirable	Demonstrated
1 Qualifications	CIPD L3 qualification	Application
2 Experience	HR Admin experience	Application
3 Experience	Experience of working in Education administration	Application