

**PERSON SPECIFICATION**

JOB TITLE	Human Resources Administrator
DEPARTMENT	Human Resources
SECTION	Forest Group
LINE MANAGER	Group Head of Human Resources

The successful candidate will be required to fulfil all duties as outlined in the job description. In addition to this, the candidate should possess the following competencies which are essential to this position:

CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS, SKILLS & EXPERIENCE:		
Educated to degree level or similar.	√	
A strong administrator with experience in recruitment / HR.	√	
Up-to-date knowledge of employment law and its practical application.		√
I.T. literate, particularly in MS Office.	√	
Experience of recruitment.	√	
Experience of a customer service role.	√	
Experience of working within a School.	√	
Awareness of safeguarding requirements and good practice within an educational environment.	√	
APTITUDES:		
Excellent people skills, high confidence and an ability to build strong rapport with colleagues and candidates both via telephone and email correspondence.	√	
Ability to manage a high volume of activity.	√	
Detail-orientated and methodical.	√	
Ability to prioritise tasks and meet deadlines.	√	
Strong written and verbal communication skills.	√	
Ability to demonstrate tact, diplomacy and sensitivity when necessary.	√	
Willingness to adopt and promote the culture of the School.	√	
Ability to remain calm and professional whilst under pressure.	√	
Display a smart and professional appearance representing the School in a positive manner.	√	
Enthusiastic, with an eagerness to learn and develop skills.	√	
Safeguard and promote the welfare of children	√	

Forest School is committed to safeguarding and promoting the welfare of children. Appointment to this position requires an enhanced DBS disclosure.

Contribute to the wider school community	√	
Enthusiastic about working with all children and young people between the ages of 4 and 18	√	
Ability to uphold appropriate standards of behaviour	√	
Discretion, courtesy, honesty, and integrity	√	
Reliable, punctual, diligent and well-organised	√	