

Person Specification

HR Administrator



Factor	Essential	Desirable	Assessment*
Qualification	Good basic education to GCSE standard or equivalent (GCSE grade C or equivalent in Maths and English)	Relevant qualifications in HR/office administration e.g. HR, secretarial or Business Studies	D
Experience	- Use of ICT for administration purposes: current Windows based packages including Microsoft Word, Excel, Outlook and PowerPoint - Experience of using effective HR administrative and clerical systems in a busy office	- Experience of working in a school or college environment - Experience of working with a (school) management information system - Experience of dealing with both young people and adults - HR experience and applying school policies	A, I, R
Skills and Knowledge	- Knowledge of school government regulations - Proven ability to manage your own time effectively, to prioritise and work to tight deadlines whilst retaining a professional composure - Good communication skills, both verbal and written - Excellent attention to detail and understanding of the importance of accuracy and high standards in all areas - Ability to work as part of a team and to be flexible and adaptable to changing situations - Ability to prepare reports/records/ data as required - Ability to create spreadsheets - Ability to work collaboratively with colleagues from outside agencies e.g. social care, health care - Be willing to work within organisational procedures and processes, and to meet the required standards for the role - Ability to take minutes and effective distribution	- Ability to contribute confidently in team meetings - Ability to delegate, train and share knowledge with other members of the support team	A, I, R
Personal Attributes	- Ability to work as part of a team and on own initiative - Ability to act in a professional manner when dealing with the school's stakeholders - Be hard working, reliable, trustworthy and enthusiastic - Good timekeeping - Good sense of humour - Able to follow instructions	- Demonstrate innovation and initiative within the workplace - Display flexibility in working hours to accommodate after school meetings/events - Organised and efficient in a busy working environment	A, I, R

*Assessment Method – details how the criteria will be assessed

A = Application Form, **I** = Interview, **R** = References, **D** = Documentary Evidence