



**SIGMA TRUST**

## Person Specification

# HR Assistant

Qualifications & Experience	Essential	Desirable
<ul style="list-style-type: none"> <li>Good experience of working in an office environment OR have successfully completed a university degree course</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Successful experience of working in Recruitment administration</li> </ul>		✓
<ul style="list-style-type: none"> <li>Successful experience of working in general Human Resources administration</li> </ul>		✓
<ul style="list-style-type: none"> <li>Good understanding of HR processes in a medium sized company</li> </ul>		✓
<ul style="list-style-type: none"> <li>Successful experience of supporting managers on the preparation of confidential and sensitive data and reports</li> </ul>		✓
<ul style="list-style-type: none"> <li>Experience of completion of statutory returns</li> </ul>		✓
<ul style="list-style-type: none"> <li>Good understanding of employment related policies</li> </ul>		✓
<ul style="list-style-type: none"> <li>Successful experience of producing accurate and timely documents</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Experience of working in a public sector organisation</li> </ul>		✓
Skills and Knowledge	Essential	Desirable
<ul style="list-style-type: none"> <li>Excellent time management, organisational and administrative skills</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Knowledge of the Education Sector</li> </ul>		✓
<ul style="list-style-type: none"> <li>Ability to understand, handle and process data</li> </ul>		✓
<ul style="list-style-type: none"> <li>Excellent written communication skills, including high standards of grammar and spelling</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Excellent verbal communication skills, including the ability to exchange information in a tactful and diplomatic way</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Excellent IT skills with a range of software</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Ability to produce clear and well-formatted documents</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Thoroughness and excellent attention to detail</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Ability to work under pressure to prioritise and meet deadlines</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Ability to use initiative and work without direct supervision, taking responsibility for tasks</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Willingness to develop professionally, maintain up to date knowledge relevant to the role and attend courses as required</li> </ul>	✓	
<ul style="list-style-type: none"> <li>General knowledge of pay and conditions for teachers and local government staff employed within a multi-academy trust</li> </ul>		✓

Personal	Essential	Desirable
<ul style="list-style-type: none"> <li>• A team player who is willing to go beyond their own responsibilities to help others at busy times</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• High expectations of self and others</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• The ability to work to tight deadlines and under pressure</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Ability to show compassion</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Ability to ensure confidentiality</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Resilience and determination coupled with the ability to support and show empathy</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Self-motivated and able to take the initiative</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Approachability</li> </ul>	✓	

**GREATER THAN THE SUM OF ITS PARTS**