



Person Specification HR/Recruitment Assistant

A – Application Form

I - Interview

1. Qualifications and Experience	Essential	Desirable
Worked in a school environment (A)		✓
CIPD qualification (A)		✓
Educated to NVQ Level 2 or GCSE Maths and English A-C (4 or above) (A)	✓	
Experience in Recruitment		✓
Educated to NVQ Level 2 or GCSE Maths and English A-C (4 or above) (A)	✓	
Good reading and writing skills (A&I)	✓	
Ability to count and undertake calculations (A&I)	✓	
Ability to use Microsoft Office including Word, Excel and Outlook or equivalent (A)	✓	
Ability to use word processor and basic databases (A)	✓	Desirable
Ability to complete forms, write routine and detailed letters and emails (A&I)	✓	
Ability to exchange verbal information clearly and sensitively (I)	✓	
Ability to use initiative to deal with telephone calls and staff queries (A)	✓	
Seek support to overcome communication barriers (A)	✓	
Ability to consult with colleagues (A)	✓	
3. Working with others	Essential	Desirable
Understand the role of others working within the Trust (I)		✓
Ability to establish rapport and respectful and trusting relationships with others working in and with the school (A&I)	✓	
Ability to work effectively as part of a team (A&I)	✓	



Ability to work independently (A&I)	✓	
Ability to demonstrate high levels of initiative (I)	✓	
4. Responsibilities	Essential	Desirable
Good organisational skills (A)	✓	
Ability to work accurately with attention to detail (A&I)	✓	
Ability to manage own time effectively (A&I)	✓	
Ability to be proactive and prioritise work (A&I)	✓	
Ability to follow instructions (I)	✓	
Ability to provide timely and accurate information (A&I)	✓	
Ability to remain calm under pressure (I)	✓	
Ability to effectively evaluate own performance (A&I)	✓	
5. General	Essential	Desirable
Demonstrate a commitment to equality (A&I)	✓	
Knowledge of education sector (A&I)		✓
Knowledge of general school policies and procedures (A&I)		✓
Working knowledge and good understanding of Health & Safety (A&I)		✓
Understand and implement child protection and safeguarding procedures (A&I)	✓	
Understand and comply with procedures and legislation relating to confidentiality and Data Protection (A&I)	✓	
Understand and implement the behaviour policy (A&I)		✓
Ability to represent the school in a professional and positive manner at all times (A&I)	✓	
Be prepared to develop and learn in the role (I)	✓	