



## Person Specification: HR Administrator

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



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