

Person Specification

HR Assistant

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



<ul style="list-style-type: none">• High expectations of self and others	✓	
<ul style="list-style-type: none">• The ability to work to tight deadlines and under pressure	✓	
<ul style="list-style-type: none">• Ability to show compassion	✓	
<ul style="list-style-type: none">• Ability to ensure confidentiality	✓	
<ul style="list-style-type: none">• Resilience and determination coupled with the ability to support and show empathy	✓	
<ul style="list-style-type: none">• Self-motivated and able to take the initiative	✓	
<ul style="list-style-type: none">• Approachability	✓	

GREATER THAN THE SUM OF ITS PARTS