

ADMINISTRATIVE ASSISTANT (HR) - PERSON SPECIFICATION

	Essential	Desirable
Knowledge/Qualifications		
Educated to CIPD Level 3 or equivalent experience		*
GCSE Maths & English Grade 4-9/ or C and above	*	
Experience		
Proven experience in an administrative role	*	
Working knowledge of safer recruitment practices	*	
Experience of using the SIMs database		*
Experience of administrative work in a busy school environment		*
Skills		
Good organisational skills	*	
Ability to communicate with a range of stakeholders including senior leaders, school staff and external visitors with excellent written and verbal communication skills	*	
Proficient IT skills including word processing and MS Excel	*	
An ability to demand high expectations and meet deadlines	*	
Ability to work independently and be a team player	*	
Able to maintain confidentiality	*	
Behaviour & other related characteristics		
Take initiative	*	
Is self-motivated	*	
Work in ways that promote equality of opportunity, participation, diversity and responsibility	*	
A commitment to abide by and promote Cornelius Vermuyden's Equal Opportunities, Health and Safety and Child Protection Policies	*	
A commitment to the ethos and values of the Cornelius Vermuyden School	*	
To display a responsible and co-operative attitude to working towards the achievement of the Cornelius Vermuyden's aims and objectives	*	
An ability to respect sensitive and confidential work and comply with current GDPR legislation	*	
Commitment to own personal development and learning	*	
The post holder will require an enhanced DBS	*	

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.