

HR Administrator Person Specification

	JOB REQUIREMENTS	Essential	Preferred	* How assessed
Qualifications, knowledge and experience	Educated to A-level standard or equivalent		✓	A
	GCSE or equivalent in English and Maths, grade C or above	✓		A
	Ability to proficiently use excel to record, extract data and produce graphs for reporting purposes	✓		A & I
	Up-to-date knowledge of employment law		✓	
	Certificate in Personnel Practice or equivalent experience and willingness to work towards		✓	A & I
	HR administrative experience within a busy office environment		✓	A, I, R
	Experience of working in the education sector and knowledge of associated statutory requirements		✓	A
	Administrative experience, demonstrating a good working knowledge of computer software packages including Microsoft Word, Outlook and proficiently use excel to record, extract data and produce accurate reports for a range of audiences	✓		A & I
	Experience of minuting meetings		✓	A, T
	Knowledge of SIMs and HR Systems Software and/or the willingness to undertake training		✓	A, I
	Exceptional standard of written and oral communication at all levels including handling a range of enquiries sensitively, diplomatically, confidentially and assertively.	✓		I, R
	Working with People Demonstrates an interest in and understanding of others; adapts to the team and builds team spirit; listens, consults with others and communicates proactively; supports and cares for others; develops and openly communicates self-insight.	✓		I
	Planning & Organising Sets clearly defined objectives; plans activities and projects well in advance and takes account of possible	✓		I

Competencies	changing circumstances; manages time effectively; identifies and organises resources needed to accomplish tasks; monitors performance against deadlines and milestone.			
	Delivering Results & Meeting Customer Expectations Focuses on customer needs and satisfaction; sets high standards for quality and quantity; monitors and maintains quality and productivity; works in a systematic, methodical and orderly way; consistently achieves project goals.	✓		I
	Coping with Pressure & Setbacks Works productively in a pressurised environment; keeps emotions under control during difficult situations; balances the demands of a work life and a personal life; maintains a positive outlook at work; handles feedback well and learns from it.	✓		I
	Following Instructions and Procedures Appropriately follows instructions from others; follows procedures and policies; keeps to schedules; arrives punctually for work and meetings; demonstrates commitment to the organisation; complies with legal obligations and safety requirements of the role.	✓		I
Child Protection	A commitment to the responsibility of safeguarding and promoting the welfare of young people	✓		I
	Enhanced DBS disclosure <i>(to be completed by preferred candidate following interview)</i>	✓		I
	Willingness to undertake Child Protection training when required	✓		I

* A = by application, R = by references, I = assessed by Interview, T = Task