

Personal Attributes Required (on the basis of the Job Description)	Essential (E) Or Desirable (D)	To be identified by: (e.g. application form, interview, reference, test etc.)
Qualifications Minimum of 5 GCSEs at A-C (or equivalent) inc. maths & English Higher level qualifications; Cert in Business Administration or equivalent, A level, degree, BTEC	E D	A/R A/R
Experience Experience of operation of HR administrative systems School administrative experience / Sims Experience of handling sensitive and confidential information, being responsive, empathetic and supportive	E D E	A/R/T/I A/R/T/I A/R/T/I
Knowledge/skills/abilities Understanding of professional confidentiality with the ability to communicate effectively and sensitively Ability to interpret relevant policies and guidelines and apply to processes Good organisational skills with the ability to work on own initiative and under pressure Excellent IT skills in all aspects of Microsoft Office Ability to work accurately and prioritise workloads to meet deadlines Exceptional writing, proof reading and editing skills to cross check and review content and format to meet different information needs Ability to work as a member of a team Ability to operate at a level of understanding and competence equivalent to NVQ Level 3 Enthusiastic, resilient and flexible with a sense of humour	E E E E E E E E	A/R/T/I A/R/I A/R/I A/R/T/I A/R/T/I A/R/T/I A/R/T/I A/R/T A/R/T/I

Other		
1. Commitment to safeguarding and protecting the welfare of children and young people	E	A/I/R
2. Commitment to equality and diversity	E	A/I/R
3. Commitment to health and safety	E	A/I/R
4. Commitment to own professional development	E	A/I/R
5. Commitment to attendance at work	E	A/I/R
6. Commitment to confidentiality and data protection compliance	E	A/I/R

A = Application form

All attributes to be identified/discussed at Interview

I = Interview

R = Reference T = Test

May 2022