



Person Specification – HR Administrator

Essential Criteria	Desirable Criteria	Evidence
<p>Qualifications:</p> <ul style="list-style-type: none"> GCSE English & Maths Grades A*- C (9 - 4) 	<ul style="list-style-type: none"> Level 3 in HR 	Application Form Interview References Proof of Qualifications
<p>Experience:</p> <ul style="list-style-type: none"> Experience working as an HR Assistant/HR Apprentice or similar administrative role in a busy office environment. 	<ul style="list-style-type: none"> Previous experience of working in a school 	Application form Interview References
<p>Skills and ability:</p> <ul style="list-style-type: none"> Excellent general Microsoft Office IT skills Excellent literacy and numeracy skills Ability to maintain thorough and accurate records Ability to act with confidentiality, tact and discretion Ability to liaise positively with staff and students and be customer focused with a professional and friendly manner Able to make connection between your work and the benefits to students. 	<ul style="list-style-type: none"> Working with HR systems 	Application Form Interview References
<p>Disposition/Attitude:</p> <ul style="list-style-type: none"> Good written and verbal communication skills Ability to prioritise and manage workloads while maintaining a flexible response to urgent requests A positive problem-solving attitude Good interpersonal skills and ability to work with students, staff and stakeholders at all levels Organised with good attention to detail Ability to work independently and constructively as part of a team 		Interview References
<p>Commitment and other requirements:</p> <ul style="list-style-type: none"> Satisfactory Enhanced Disclosure with the Disclosure & Barring Service (DBS) Excellent attendance and time-keeping record. 		Application form Interview References



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