**Person specification**

**HR and Administration Officer**

| Attributes | **Essential** | **Desirable** | **How identified** |
| --- | --- | --- | --- |
| Qualifications | GCSE A\* - C Maths and English or equivalent | CIPD Level 3 or working towards | Application  Certification |
| Experience | Experience of HR Administration - recruitment process, employee life cycle, performance and absence management.  Experience of working on management information systems, including HR systems  Able to deal appropriately and sensitively with confidential information  Ability to manage own workload  Ability to meet deadlines and key performance indicators  The ability to work without direct supervision and as a member of a team  **Experience of HR project development activities**  **Good understanding of employee engagement, turnover and wellbeing**  Administrative experience of managing staff contracts | Working in a Multi Academy Trust or education organisation  Experience of employee relations case work | Application  Interview  Reference |
| Knowledge and skills | High degree of competence and confidence in using MS Office - Word, Outlook and Excel  Able to provide basic advice on employment terms, conditions, policies and practice.  Excellent communication skills and able to liaise effectively with all stakeholders.  Excellent organisational and presentation skills  Problem solving and analytical skills | Knowledge of Employment law  Knowledge of payroll procedures  Knowledge of Keeping Children Safe in Education and safer recruitment practices.  Experience of producing and analysing Human Resources reports | Application  Interview    Reference |
| Character | Strong moral purpose and drive for continuous improvement  Is a self-starter who is proactive in improving the performance their area of responsibility  Collaborates with other teams to drive performance improvement across the organisation  Good team player  Strong attention to detail  Able to deliver what they say they will and to meet deadlines | Full driving licence with access to a car | Application  Interview  Reference |