**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 systemsAble to deal appropriately and sensitively with confidential informationAbility to manage own workloadAbility to meet deadlines and key performance indicatorsThe 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 organisationExperience of employee relations case work | Application Interview Reference |
| Knowledge and skills | High degree of competence and confidence in using MS Office - Word, Outlook and ExcelAble 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 skillsProblem solving and analytical skills | Knowledge of Employment law Knowledge of payroll proceduresKnowledge 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 improvementIs a self-starter who is proactive in improving the performance their area of responsibilityCollaborates with other teams to drive performance improvement across the organisationGood team playerStrong attention to detailAble to deliver what they say they will and to meet deadlines | Full driving licence with access to a car | Application Interview Reference |