



Cathedral Schools Trust

CST HR and Recruitment Administrator Person Specification

Short listing will be based on the criteria listed below. Applicants should therefore show in their application how their skills and experience match those criteria.

Method of assessment: A (application form); I (interview)

| Skills and Abilities | Essential / Desirable (E / D) | Method of assessment |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|----------------------|
| Accuracy, attention to detail and ability to maintain both through interruptions and queries | E | A/I |
| Must be able to follow instructions and organise tasks whilst working accurately, under pressure, and often to strict deadlines. Must be able to prioritise own work to meet deadlines. | E | A/I |
| Must be able to communicate effectively and sensitively, face to face, over the telephone and in writing. | E | A/I |
| Understand the importance of confidentiality and compliance under GDPR | E | A/I |
| Must be capable of demonstrating a mature, discreet and co-operative manner in dealing with colleagues and professional contacts. | E | A/I |
| Organisational and general administrative skills, e.g. recording, filing. | E | A/I |
| Potential to expand and develop and take on additional responsibilities. | D | A/I |

| Knowledge/Qualifications: | Essential / Desirable (E / D) | Method of assessment |
|---------------------------------------------------------------------------------------------------------------|--------------------------------------|-----------------------------|
| Should have excellent general office skills. | E | A/I |
| Sound and accurate literacy and numeracy | E | A/I |
| Ability to support team in generation and analysis of reports | D | A/I |
| Experience: | Essential / Desirable (E / D) | Method of assessment |
| General office experience aptitude to meet the needs of the post. | E | A/I |
| Experience of working on a number of tasks simultaneously and managing time effectively to maintain progress. | E | A/I |
| Must be proficient in the use of ICT, ideally experience of MS Office, Google Docs | E | A/I |
| Experience of work in an office. | D | A/I |
| A knowledge and interest in HR and Recruitment | D | A/I |
| Other Requirements: | Essential / Desirable (E / D) | Method of assessment |
| Commitment to excellence and desire for continual improvement. | E | I |
| A knowledge of working in the education environment. | D | I |
| Commitment to safeguarding and promoting the welfare of children, young people and adults | E | A/I |

Cathedral Schools Trust is an equal opportunities employer and recognises the strength in diversity. Our schools have a wide range of cultural, socio economic and religious influences and we use this to ensure that we broaden our understanding of each other and the world. Applications are welcome from all suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, gender reassignment, disability or age,

and maternity, marital or civil partner status. We particularly encourage applications from under-represented groups.

Notes: The duties outlined in this job description may be modified by the Chief Executive Officer with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title. This document does not form part of your contract of employment with the school.