

October 2024

Essential	Desirable
<b>Qualifications</b> <ul style="list-style-type: none"> <li>- GCSE (or equivalent) C or above in Maths and English.</li> <li>- Good Communication skills, both verbal and written</li> </ul>	<ul style="list-style-type: none"> <li>- HR Qualification</li> </ul>
<b>Experience</b> <ul style="list-style-type: none"> <li>- Experience of working successfully and co-operating as a member of a team.</li> <li>- Experience of working with HR matters (either through training or employment)</li> <li>- Experience within an administrator role (either with a school setting or not)</li> </ul>	<ul style="list-style-type: none"> <li>- Experience of undertaking a range of administrative tasks</li> <li>- Office experience</li> </ul>
<b>Knowledge and understanding</b> <ul style="list-style-type: none"> <li>- Understanding the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health &amp; Safety, and Inclusion</li> <li>- Have confident IT skills including Word, Excel, Publisher, email, and database programs including Teams</li> <li>- A working knowledge of HR legislation, rights and responsibilities and employment law</li> </ul>	<ul style="list-style-type: none"> <li>- Knowledge of SIMs and Eduspot</li> <li>- Safer Recruitment as identified in KCSiE.</li> </ul>
<b>Skills</b> <ul style="list-style-type: none"> <li>- Confidential</li> <li>- Wish to work within a school and be sympathetic to the school's ethos and aims and meet the expectations of the school's governing body.</li> <li>- Establish and maintain good professional relationships with pupils, parents, and colleagues</li> <li>- To be able to deal with regular interruptions</li> <li>- Establish and develop appropriate relationships with parents and governors</li> <li>- Communicate effectively (both verbally and in writing) at all levels e.g., pupils, staff, parents, visitors</li> <li>- Promote a positive working environment</li> <li>- Be able to work under pressure</li> <li>- Produce accurate work</li> <li>- Ability to work with minimal supervision and to act on own initiative</li> </ul>	<ul style="list-style-type: none"> <li>- Be able to prioritise workloads</li> <li>- Problem solving</li> </ul>
<b>Personal characteristics</b> <ul style="list-style-type: none"> <li>- Punctual</li> <li>- Approachable and friendly</li> <li>- Organised and resourceful</li> <li>- Solution focused</li> <li>- Of smart appearance</li> </ul>	<ul style="list-style-type: none"> <li>- Creative and enthusiastic</li> </ul>