

## PERSON SPECIFICATION

General Heading	Detail	Requirements
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	<ul style="list-style-type: none"> <li>Proven HR administrative work, preferably in a school environment</li> <li>Educated to NVQ Level 4 or equivalent</li> <li>Working towards CIPD status desirable but not essential</li> </ul>
	Knowledge of relevant policies and procedures	<ul style="list-style-type: none"> <li>Working knowledge of general school policies and procedures</li> <li>Basic knowledge of employment law</li> <li>Working knowledge of education support staff and teachers pay and conditions an advantage</li> </ul>
	Literacy	<ul style="list-style-type: none"> <li>Good reading and writing skills</li> </ul>
	Numeracy	<ul style="list-style-type: none"> <li>Ability to count and undertake complex calculations</li> </ul>
	Technology	<ul style="list-style-type: none"> <li>Strong ICT skills including Word and Excel</li> <li>Knowledge of HR school systems an advantage (ideally ARBOR)</li> </ul>
<b>Communication</b>	Written	<ul style="list-style-type: none"> <li>Proven experience of letter writing</li> </ul>
	Verbal	<ul style="list-style-type: none"> <li>Ability to exchange verbal information clearly and sensitively with children and adults.</li> </ul>
	Negotiating	<ul style="list-style-type: none"> <li>Ability to consult with colleagues in an effective way</li> </ul>
<b>Working with others</b>	Working with partners	<ul style="list-style-type: none"> <li>Understanding of the role of others working in and with the schools/Trust</li> </ul>
	Relationships	<ul style="list-style-type: none"> <li>Ability to establish rapport and respectful working relationships</li> </ul>
	Team work	<ul style="list-style-type: none"> <li>Ability to work effectively with other adults in the school</li> <li>Ability to work on own</li> </ul>
	Information	<ul style="list-style-type: none"> <li>Ability to provide timely and accurate information</li> </ul>
<b>Responsibilities</b>	Organisational skills	<ul style="list-style-type: none"> <li>Good organisational skills</li> <li>Ability to work accurately with attention to detail</li> </ul>
	Time Management	<ul style="list-style-type: none"> <li>Ability to manage own time effectively</li> </ul>
	Creativity	<ul style="list-style-type: none"> <li>Ability to follow instructions effectively</li> </ul>
<b>General</b>	Equalities	<ul style="list-style-type: none"> <li>Demonstrate a commitment to equality</li> </ul>
	Health and Safety	<ul style="list-style-type: none"> <li>Good understanding of Health and Safety</li> </ul>
	Child Protection	<ul style="list-style-type: none"> <li>Understand and implement child protection procedures</li> </ul>
	Confidentiality/Data Protection	<ul style="list-style-type: none"> <li>Understand procedures and legislation relating to confidentiality</li> </ul>
	CPD	<ul style="list-style-type: none"> <li>Demonstrate a clear commitment to develop and learn in the role.</li> <li>Ability to effectively evaluate own performance and share knowledge with others.</li> </ul>

In addition to a candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

1. Motivation to work with children and young people;
2. Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
3. Emotional resilience in working with challenging behaviours.
4. Attitudes to use of authority and maintaining discipline.

Any relevant issues arising from a short-listed candidate's references will be taken up at interview.