



## Person Specification

**Job Title:** HR Assistant

| Qualifications                                                                                                          | Essential | Desirable |
|-------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| Level 2 qualifications in English and Maths, or equivalent                                                              | ✓         |           |
| Willingness and ability to obtain and/or enhance qualifications and training and development in the post                | ✓         |           |
| <b>Experience</b>                                                                                                       |           |           |
| Relevant experience of working within HR/Payroll                                                                        | ✓         |           |
| Experience of working in an office environment                                                                          | ✓         |           |
| Experience of working in a school environment                                                                           |           | ✓         |
| Experience of working with school information management systems                                                        |           | ✓         |
| <b>Skills</b>                                                                                                           |           |           |
| Ability to effectively communicate with a wide range of audiences, both verbally and in writing                         | ✓         |           |
| Ability to respect and maintain confidentiality                                                                         | ✓         |           |
| Ability to use standard ICT packages including Microsoft Office                                                         | ✓         |           |
| Ability to work well under pressure and manage competing deadlines                                                      | ✓         |           |
| Ability to relate to students in a pleasant and sympathetic manner and to recognise potential child safeguarding issues | ✓         |           |
| Understanding of academy child safeguarding procedures                                                                  |           | ✓         |
| <b>Other</b>                                                                                                            |           |           |
| Satisfactory DBS check                                                                                                  | ✓         |           |