



## Person Specification

### HR & Payroll Assistant

	Essential	Desirable	How evidenced
<b>A Training and Qualifications</b>			
A minimum of 5 GCSEs (or equivalent) including a grade C/4 in Maths and English	Y		A
Commitment to ongoing professional development	Y		A/I
<b>B Experience</b>			
Experience in an administrative role/ office environment	Y		A
Experience in a payroll / finance or HR role using information systems	Y		A
Previous experience of working in a HR &/or Payroll function in an educational setting		Y	A
Willingness to undertake a CIPD qualification		Y	I
<b>C Professional Knowledge and Skills</b>			
Knowledge of HR systems and administrative processes		Y	A/I
Knowledge of Payroll systems and administrative processes	Y		
Knowledge of Local Government and Teachers' Pension schemes		Y	A/I
Strong ICT skills	Y		A/I
Excellent verbal and written communication skills	Y		A/I
High degree of accuracy at all times	Y		A/I
Proficient in Microsoft Office processes, in particular Microsoft Excel.	Y		A/I
<b>D Personal Attributes</b>			
Willingness to support Catholic life and ethos in schools	Y		A/I
Attention to detail	Y		A/I



Ability to be respectful and promote equality of opportunity and diversity	Y		A/I
<b>E Safeguarding</b>			
Understanding of responsibilities of the Trust and schools in ensuring compliance with all relevant legislation	Y		I