

Person Specification

HR & Payroll Officer



Factor	Essential	Desirable	Assessment*
Qualifications	<ul style="list-style-type: none"> English & Maths GCSE (or equivalent) at grade 4 or above. 	<ul style="list-style-type: none"> A level (or equivalent qualifications) A relevant professional qualification in HR or Payroll i.e. CIPD, CIPP. 	D
Experience	<ul style="list-style-type: none"> Practical experience in an administrative role. Experience of providing advice and guidance to staff and/or customers and resolving them successfully. Experience of using a range of IT systems including Microsoft office and Databases (i.e. HR or Payroll systems). Experience of entering data accurately and efficiently. 	<ul style="list-style-type: none"> Practical experience in a generalist HR or Payroll environment. Experience of the education sector. Experience of recruitment and onboarding. 	A, I, R
Skills and Knowledge	<ul style="list-style-type: none"> Competent in the use of a range of IT systems and software. Excellent communication skills. Excellent numeracy and literacy. Ability to process data effectively and produce reports. Ability to manage workload and work on own initiative. Excellent organisation skills with attention to detail and a high level of accuracy. Ability to build and maintain effective working relationships. Outstanding customer service. 		A, I, R
Personal Attributes	<ul style="list-style-type: none"> Ability to work as part of a team and on own initiative. Be hard working, reliable, trustworthy and enthusiastic. Professional, confident and warm personality. Ability to work under pressure and to deadlines. Good timekeeping. Good sense of humour. 	<ul style="list-style-type: none"> Demonstrate innovation and initiative within the workplace. 	A, I, R

*Assessment Method – details how the criteria will be assessed

A = Application Form, **I** = Interview, **R** = References, **D** = Documentary Evidence