

### Person Specification

**Department:** Administration

**Title:** PA to the Principal/Personnel Administrator

	Essential/ Desirable	Evidence
<b>Qualifications</b>		
Level 2 qualification in Literacy (GCSE English or Equivalent)	E	AF
PA Course CPD Accredited or equivalent	D	AF
CIPD/ CPP qualification or equivalent	D	AF
<b>Experience</b>		
HR Administration experience	E	AF/I
Working with limited support	E	AF/I
<b>Knowledge &amp; Skills</b>		
Excellent communication skills, both written and oral	E	AF/I
Strong IT skills, confident in the use of Microsoft Word, Excel, email and other software	E	AF/I
Ability to produce high quality reports with accuracy	E	AF/I
Understanding of GDPR and Data Protection Act 2018	D	AF/I
Effectively communicate with a wide range of people which include staff and other professionals	E	AF/I
Be able to prioritise workloads; have excellent time management and organisational skills	E	AF/I
Be able to work under pressure and meet deadlines	E	AF/I
Be able to use own initiative and also work well as part of a team	E	AF/I
Accurate and efficient record keeping and filing	E	AF/I
<b>Personal Qualities</b>		
Understand the need for confidentiality, maintaining discretion at all times	E	AF/I
Strong work ethic, commitment to completing all duties efficiently and to a high standard	E	AF/I

### Safeguarding

DBS	This post requires DBS clearance and is subject to Enhanced clearance from the Disclosure and Barring Service as well as a range of other safeguarding checks.
Rehabilitation of Offenders Act 1974	The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered "protected". This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website. You are not required to provide details of criminal convictions at application stage, however if shortlisted for interview, you will be asked to supply further information, which will include spent convictions.
Online Searches	Any candidate selected for shortlisting, will be subject to an online search as part of our due diligence. Online searches do not form part of our shortlisting process, however any issues of concern that come up during an online search may be discussed with the candidate at interview.