HR and Payroll Administrator

Person Specification

* Understanding of, and commitment to, the ethos and values of the school
* A respect for young people, as well as adults, that is demonstrable through positive attitudes and behaviour
* Experience, knowledge and skills in an administrative role/office environment
* Experience of using Microsoft Office, Excel in particular
* Experience of working in a highly confidential environment
* Ability to work accurately with attention to detail
* Possess excellent verbal and written communication skills
* Calm, with the ability to work under pressure
* Effective team member
* Ability to prioritise, organise and coordinate workload
* A commitment to undertake relevant training and CPD
* Experience in a payroll role – desirable
* Knowledge of HR systems – desirable
* Knowledge of Local Government and Teachers Pension Schemes – desirable
* To work flexibly, undertaking tasks as directed, commensurate with the grade of the post

**The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment**