



PERSON SPECIFICATION

Post title:	People Assistant
Academy:	Shared Services – People Team
Reporting to:	Senior People Partner
Salary/pay range:	SCP 5-6
Hours of work:	37 hours per week, All Year round

The successful candidate will meet the criteria detailed within this person specification. The listed criteria will form the basis of the selection process. Applicants should address all elements of the person specification, indicating experience and where appropriate, citing supporting examples within their application.

Qualifications & Training	Essential	Desirable	How Identified
A good standard of education including English and Maths GCSEs	X		Application
Relevant CIPD qualification or willingness to train for this qualification		X	
Personal Attributes	Essential	Desirable	How Identified
Are highly ambitious for self and organisational growth	X		Application Interview Task
Are brave in leadership decision making, being innovative and forging new paths	X		
Are curious to identify solutions based on rigorous evidence and research	X		
Are determined to overcome obstacles and resilient in the face of challenge	X		
Are open minded to bringing about extraordinary change which may challenge the norm	X		
Are fast and nimble to address emerging needs and underperformance	X		
Are good , moral, truthful and treat others with respect	X		
Knowledge & Experience	Essential	Desirable	How Identified
Experience of working in an HR administrative role		X	Application Interview Task
Experience of working with Microsoft packages including Word, Excel, PowerPoint and Google Meet	X		
Experience of delivering high-quality customer service	X		

HR experience gained within a multi-academy trust/schools or educational setting		X	
Experience handling recruitment and payroll processes		X	
Skills	Essential	Desirable	How Identified
Excellent organisational skills	X		Application Interview Task
Ability to prioritise workload effectively to meet deadlines	X		
Excellent communication and interpersonal skills, including tact and diplomacy	X		
Excellent time-management skills	X		
Excellent literacy skills, including accurate spelling, punctuation and grammar	X		
Well-developed IT skills, including the ability to minute meetings	X		
Ability to use initiative and work autonomously	X		
Ability to maintain confidentiality	X		
Equal Opportunities	Essential	Desirable	How Identified
Demonstrate an acceptance of, and a commitment to, the principles of the Trust's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community	X		Application Interview Task
Committed to equal opportunities policies relating to gender, race and disability in an educational context	X		
Safeguarding	Essential	Desirable	How Identified
Committed to the protection and safeguarding of children and young people	X		Application Interview Task
Demonstrate up to date knowledge of relevant legislation and guidance in relation to working with young people	X		