

## Person Specification

Job Title: People Administrator (schools)		
	Essential	Desirable
<b>Education and Training</b>		
Educated to level 2 in English and Maths	√	
HR qualification to Level 3 (Certificate in Personnel Practice (CPP) or other relevant qualification)		√
Educated to degree level or equivalent		√
Evidence of commitment to continuous professional development	√	
<b>Professional Experience</b>		
Experience of working in HR administration in a school environment		√
Experience of using Management Information Systems ('SIMS' is desirable).	√	
Experience of working with senior managers / headteachers and other key stakeholders across an organisation		√
Proven experience of supporting the delivery of HR policies and strategies		√
<b>Knowledge and Skills</b>		
Strong administrative and organisational skills	√	
Knowledge of education sector	√	
Knowledge of the application of terms and conditions of employment and the employee relations framework		√
Knowledge of recruitment fundamentals, including safer recruiting		√
Good IT skills. including the ability to confidently use Microsoft Word and Excel and google drive	√	
Good numerical skills with the confidence to work with payroll and other data	√	
Knowledge of HR systems and their effective application		√
Ability to work proactively with recruitment, engaging with applicants and ensuring that the applicant experience is good		√
Excellent written and communication skills including the ability to tailor communication to a range of audiences using a variety of mediums	√	
Strong prioritisation and organisational skills with the ability to work to tight and changing deadlines	√	
Ability to work to a high level of autonomy using own initiative	√	

Excellent interpersonal and negotiation skills including the ability to form rapport and build good working relationships with others	√	
Able to plan and manage a busy and varied workload	√	
Understanding of a commitment to safeguarding, equality and diversity and health and safety and their applications in this role	√	
<b>Personal Attributes</b>		
Positive and solution focused with a flexible approach to work	√	
Self-motivated and proactive	√	
Reflective and keen to develop self and others	√	
High levels of integrity, able to ensure confidentiality	√	
Able to influence and inspire confidence and trust	√	
Good communicator both orally and in writing	√	
Ability to coach, train and develop others	√	
<b>Safeguarding</b>		
<p>GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.</p>		