



FINHAM PARK
MULTI ACADEMY TRUST

HR ADMINSTRATOR - PERSON SPECIFICATION

GRADE 4

	Essential Criteria	Desirable Criteria	Measured By
Education and Qualifications	GCSE's grade C or above in English and Maths or equivalent	- Level 3 CIPD qualification or working towards - Full driving license and own transport	Application Form Certificate Check
Knowledge and Experience	- Experience of using all Microsoft Office applications, in particular Outlook, Word and Excel - Minimum of 2 years' experience in a busy administrative environment, dealing with sensitive and confidential matters.	- Experience of working in a HR office - Experience of working in a school environment - Experience of electronic HR systems	Application Form Interview
Skills and Abilities	- Produce documentation to a high standard with meticulous attention to detail - Excellent interpersonal skills to be able to communicate effectively with a range of people both verbally and in writing - Work with minimum supervision - Respect confidentiality and the sensitive nature of working in HR within a school environment - Flexible and well organised approach to work and able to prioritise workload - To work with frequent interruptions - Work calmly under pressure and to tight deadlines - Work using own initiative and also as part of a team - Able to work flexibly and to attend meetings and INSET days, as required	- Proactive approach to training and development - Able to record, interpret and present data in formats such as Word and Excel	Application Form Interview Test
Other	This post is exempt from the Rehabilitation of Offenders Act 1974. An enhanced Disclosure and Barring Service check will be required prior to appointment		DBS Disclosure

