



HR ADMINSTRATOR - PERSON SPECIFICATION

GRADE 3

	Essential Criteria	Desirable Criteria	Measured By
Education and Qualifications	<ul style="list-style-type: none">GCSE's grade C or above in English and Maths or equivalent	<ul style="list-style-type: none">Working towards a CIPD qualificationFull driving licence and own transport	Application Form Certificate Check
Knowledge and Experience	<ul style="list-style-type: none">Experience of using all Microsoft Office applications, in particular Outlook, Word and ExcelMinimum of 2 years' experience in a busy administrative environment, dealing with sensitive and confidential matters.	<ul style="list-style-type: none">Experience of working in a HR officeExperience of working in a school environmentExperience of electronic HR systems	Application Form Interview
Skills and Abilities	<ul style="list-style-type: none">Produce documentation to a high standard with meticulous attention to detailExcellent interpersonal skills to be able to communicate effectively with a range of people both verbally and in writingWork with minimum supervisionRespect confidentiality and the sensitive nature of working in HR within a school environmentFlexible and well organised approach to work and able to prioritise workloadTo work with frequent interruptionsWork calmly under pressure and to tight deadlinesWork using own initiative and also as part of a teamAble to work flexibly and to attend meetings and INSET days, as required	<ul style="list-style-type: none">Proactive approach to training and developmentAble 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

