

**KING EDWARD VI SCHOOL SOUTHAMPTON
STROUD SCHOOL, KING EDWARD VI PREPARATORY SCHOOL**

PERSON SPECIFICATION

HR ASSISTANT

	Essential	Desirable
Achievements/ Qualifications	Educated to A-Level or equivalent, including GCSEs in English and Maths.	<ul style="list-style-type: none"> • Certificate or Diploma in HR • Degree, any subject
Experience	<ul style="list-style-type: none"> • HR administration work • Working as part of a team • Experience of relating to people at all levels with courtesy and professionalism • Experience of producing accurate and complex contractual documentation and correspondence • Experience of producing letters and documentation • Experience of maintaining accurate and comprehensive records • Experience of prioritising workload, time management and dealing with conflicting priorities 	<ul style="list-style-type: none"> • Experience of using a Human Resources IT system • Experience of the HR Recruitment Procedure • Experience of working in a school environment • Experience of completing DBS Checks
Knowledge	<ul style="list-style-type: none"> • Knowledge of general office practices and procedures • Knowledge of general IT systems and applications including spreadsheets, word processing and databases 	<ul style="list-style-type: none"> • Basic HR law and best practice
Skills	<ul style="list-style-type: none"> • High attention to detail and able to work to a high level of accuracy • Clerical and administrative skills • Ability to provide basic advice on employment terms, conditions, policies and procedures • Ability to communicate effectively with internal and external contacts at all levels and to build and maintain good relationships. • Ability to work to deadlines and within defined standards. • Ability to compose and produce standard letters and reports using IT applications (Word, Excel, Outlook, HR System). • Ability to deal sensitively and appropriately with confidential information. • Ability to undertake routine calculations • Ability to undertake notes/minutes at meetings • Ability to undertake research. 	<ul style="list-style-type: none"> • Ability to act on own initiative within given guidelines