



ST IVO SCHOOL

## HR Administrator

### Person Specification

Attribute	Essential	Desirable
<b>Education and Qualifications</b>	A good general education including GCSE Maths & English, grade C or above, or equivalent	Level 5 CIPD Qualification Membership of the Chartered Institute of Personnel and Development
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience of an administrative HR role</li><li>• Experience of dealing with a range of stakeholders</li></ul>	<ul style="list-style-type: none"><li>• Knowledge of education employment legislation</li><li>• Experience of educational environment or working in an educational environment</li><li>• Knowledge and experience of SIMS</li><li>• Knowledge and experience of setting cover</li><li>• Understanding of PAYE</li><li>• Experience of leading meetings</li><li>• Basic knowledge of employment law</li></ul>
<b>Skills, Knowledge and Aptitudes</b>	<ul style="list-style-type: none"><li>• Excellent IT skills, including use of spreadsheets</li><li>• Good communication, interpersonal and presentation skills</li><li>• Ability to deal calmly, professionally and effectively with a diverse group of people at all levels both within and outside the Academy</li><li>• Tact, diplomacy, discretion and confidentiality</li><li>• Ability to work to and meet tight and /or changing deadlines</li><li>• Good organisational skills, ability to prioritise for self and others and work on own initiative.</li><li>• Good team skills</li><li>• An open mind to new initiatives</li></ul>	

*St Ivo School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment*