



TUNBRIDGE WELLS GRAMMAR SCHOOL FOR BOYS

Amanda Simpson, Headteacher

Person specification:

Head's PA and HR Administrator

	Criteria
Qualifications	NVQ Level 2/3 or equivalent
Experience	<p>Experience of undertaking a range of administrative duties at a senior level</p> <p>Experience of providing a high level of customer service and liaising/relationship building with a wide range of individuals and agencies</p> <p>Experience of HR administration</p> <p>Experience of coordinating recruitment and selection activities</p>
Skills and abilities	<p>Ability to work with a high degree of accuracy and attention to detail</p> <p>Ability to draft correspondence and produce documents of a high standard</p> <p>Able to plan, organise and prioritise work efficiently and effectively</p> <p>Able to take responsibility for own work with little or no supervision</p> <p>Able to use own initiative to solve problems and respond proactively to unexpected situations</p> <p>Able to deal calmly, tactfully and effectively with a range of people</p> <p>Ability to show sensitivity and objectivity in dealing with confidential issues</p> <p>Ability to convey information clearly and accurately</p> <p>High level interpersonal skills and ability to build a working rapport with others</p>
Knowledge	<p>Good knowledge of the work of the school and school systems and processes</p> <p>Knowledge of a range of computer applications – including Word, Excel, PowerPoint, SIMS</p> <p>Demonstrate an understanding of confidentiality and child protection issues in a school setting</p> <p>Knowledge of school HR policies and practices</p> <p>Knowledge of Safer Recruitment/DBS and Prevention of Illegal Working requirements</p>