



Person Specification

Education and qualifications	Essential <ul style="list-style-type: none">• 5 GCSEs or equivalent, including A*-C in English and Mathematics• A Level qualification or equivalent Desirable <ul style="list-style-type: none">• Obtain or working towards a formal HR qualification and membership of a professional association i.e. CIPD
Experience	Essential <ul style="list-style-type: none">• Experience of working in a HR role• Experience of using HR Systems, inputting data and maintaining systems
Knowledge	Essential <ul style="list-style-type: none">• Excellent working knowledge of Microsoft Office including Word, Excel and Outlook• Knowledge of HR policies/employment law, administrative procedures and regulations• Knowledge of the recruitment process
Skills and abilities	Essential <ul style="list-style-type: none">• Excellent time management, organisational and administrative skills• Thoroughness and excellent attention to detail and accuracy• Ability to build effective relationships with line managers and employees at all levels• Proven ability to communicate clearly and work collaboratively with colleagues at all levels both verbally and in writing• Ability to work with tact, diplomacy and maintain confidentiality• Initiative and ability to work without direct supervision, taking responsibility for tasks, prioritising and scheduling own work• Ability to work under pressure to prioritise and meet deadlines• Ability to demonstrate resilience• Willingness to develop professionally, maintain up to date knowledge relevant to the role and attend courses as required• Willingness to be flexible and to 'get involved'• Proactive individual who shows initiative and takes pride in their role and the quality of their work• A team player who is willing to go beyond their own responsibilities to help others at busy times• Ability to work in a way that promotes the safety and wellbeing of young people