**PERSON SPECIFICATION**

**HR Assistant – Fixed Term Contract to 22.7.2022**

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|  | **Essential criteria** | **Desirable criteria** |
| **Qualifications** | 5 GCSE’s (A-C including English and Mathematics) or equivalent. | Working towards or attained CIPD qualification or equivalent. |
| **Experience** | Experience of working with SIMS or a similar data management system.  Experience and good understanding of using word processing and IT packages and both creating and using spreadsheets and databases.  Experience of working in a professional, fast paced HR admin/office based role where prioritises can change.  Ability to handle confidential information with discretion. | Experience of working in a school environment.  Experience of efficiently creating and maintaining administrative systems and processes, implementing change where necessary. |
| **Knowledge and Skills** | Highly competent in the use of ICT – especially Excel and Word.  Ability to take complex, detailed, accurate meeting notes and/or minutes, delivering on time and to agreed quality standards.  Excellent communication skills, both written and oral.  Excellent administrative and organisational skills.  Ability to set up and maintain efficient follow up systems.  Extremely organised and able to deliver on time and to agreed quality standards.  Understand the importance of confidentiality and discretion.  Proactively manage own workload.  Ability to prioritise own workload.  Knowledge of Child Safeguarding procedures. | Knowledge and understanding of Employment law.  Knowledge of GDPR. |
| **Personal Attributes** | Motivated, enthusiastic, adaptable and flexible approach.  Excellent interpersonal skills.  A desire to develop yourself and those around you as individuals.  Ability to work under pressure.  Ability to work independently and proactively.  Accurate with good attention to detail. |  |