



PERSON SPECIFICATION

HR AND PAYROLL ADMINISTRATOR

SEPTEMBER 2019

General heading	Essential Criteria	Desirable Criteria
Education	Good general education up to 'A' Level or equivalent	
	Relevant work experience	
Professional Experience		HR/Payroll software experience (e.g. SIMS)
Professional Knowledge and Understanding	Basic accounting knowledge	HR Experience
	Payroll Experience	
Abilities and Skills	Accurate and numerate	
	Good communication skills: written and oral	
	Ability to multitask	
	Good computer skills: MS Word and intermediate MS Excel	
	Ability to handle a high volume of data processing	
	Good organisational and time management skills	
	Ability to work effectively as part of a team	
	Ability to follow existing systems and procedures efficiently	
	Ability to use own initiative and work unsupervised	
	Ability to work accurately	
	Ability to show attention to detail	
	Ability to maintain appropriate relationships	
Personal Qualities	Demonstrate discretion and confidentiality	
	Conscientious and hardworking	
	Flexible and able to meet deadlines	
	Integrity and discretion	
	Excellent record of punctuality and attendance	
	Commitment to equal opportunities and inclusion	

The School is committed to safeguarding and promoting the safety and welfare of children and young people and expects all staff to share this commitment. All appointments will, therefore, be subject to Enhanced Level Criminal Records Bureau disclosures and other relevant pre-employment screening, including checks with past employers. In addition to candidates' ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children and young people. Candidates also should be aware that any relevant issues arising from their references will be taken up at interview.