

## PERSONNEL SPECIFICATION

The Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

**POST TITLE:** HR Assistant

ATTRIBUTES	ESSENTIAL	DESIRABLE	SOURCE
QUALIFICATIONS/ TRAINING	<ul style="list-style-type: none"> <li>• Educated to level 4/5 or grade C or above in Maths and English or equivalent</li> <li>• Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).</li> <li>• Willingness to travel locally if necessary.</li> <li>• Eagerness to undertake further CPD in HR such as CIPD Level 3.</li> </ul>	<ul style="list-style-type: none"> <li>• Valid driver's licence.</li> <li>• Safer Recruitment training.</li> </ul>	Application form Qualifications
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> <li>• Demonstrable experience in high-level administrative functions.</li> <li>• Proven track record of working closely with managers and handling confidential information.</li> <li>• Experience assisting in recruitment processes, from advertising roles to onboarding new staff.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within an educational setting or other public service environments.</li> <li>• Understanding of HR processes and full employee lifecycle.</li> <li>• Knowledge of core HR processes such as recruitment, payroll, absence management, and maintaining employee records.</li> <li>• Knowledge of safer recruitment practices.</li> <li>• Familiarity with HR software and databases.</li> </ul>	Application Form
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> <li>• Exceptional organisational skills with the ability to manage multiple tasks simultaneously.</li> <li>• Excellent verbal and written communication skills, with the ability to draft clear and concise documents and correspondence.</li> <li>• Strong interpersonal skills.</li> <li>• Proactive problem-solver with the ability to provide solutions.</li> <li>• High level of accuracy and attention to detail in all aspects of work, particularly relating to recruitment compliance.</li> <li>• Strong time management skills with the ability to prioritise tasks effectively.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of safeguarding policies and procedures.</li> <li>• Basic understanding of HR principles and employment legislation.</li> </ul>	Application Form Interview

<p>ANY ADDITIONAL FACTORS</p>	<ul style="list-style-type: none"> <li>• Commitment to aims, values and ethos of the Foundation, including Quality of Life and Positive Behaviour Support.</li> <li>• Commitment to the safeguarding and welfare of young people.</li> <li>• Ability to work under pressure.</li> <li>• Willingness to work flexibly to meet the demands of the role.</li> <li>• Demonstrates a strong commitment to promoting equality, diversity, and inclusion in the workplace.</li> <li>• Ability to work independently with little supervision and as part of a team.</li> </ul>		<p>Interview</p>
<p>PERSONAL</p>	<ul style="list-style-type: none"> <li>• Honesty and Integrity.</li> <li>• Trustworthy and the ability to maintain confidentiality at all times.</li> <li>• Determination to succeed.</li> <li>• The ability to adapt and promote change.</li> <li>• Reliability.</li> <li>• Highly motivated.</li> <li>• A willingness to undertake training as required.</li> <li>• Values-driven.</li> </ul>		<p>Application Form Interview References</p>