**Person Specification**

**Personnel Administrator**

It is envisaged that the successful candidate will possess a range of skills and qualities commensurate with the effective execution of the responsibilities outlined in the job description. He/she will display the highest standards of professionalism.

|  |  |  |
| --- | --- | --- |
| **Qualifications** | Essential | Desirable |
| Minimum 5 GCSE passes or equivalent including good passes in Maths & English | E |  |
| Specific training in Personnel Administration  |  | D |
| **Experience, Knowledge and Understanding** |  |  |
| Experience and working knowledge of confidential administrative practice | E |  |
| Working in an environment where experiences include taking initiative and self-motivation, and accepting leadership from others | E |  |
| Experience of working in a school or academy |  | D |
| Experience of personnel management and practice |  | D |
| **Skills and Qualities** |  |  |
| Competence in the use of computer systems including Microsoft Office  | E |  |
| Able to work under pressure, organise time and work to deadlines | E |  |
| Excellent communication skills, both verbal and written | E |  |
| Reliable, honest, trustworthy | E |  |
| Ability to maintain appropriate confidentiality at all times. | E |  |
| Friendly and approachable whilst maintaining a professional manner at all times | E |  |
| Meticulous attention to detail | E |  |
| Understanding and appreciation of Personnel Policies and Procedures |  | D |
| Knowledge of aspects of employment law including contractual information and law relating to recruitment |  | D |
| **Special Requirements** | E |  |
| Must be willing to attend appropriate training and development | E |  |
| Must have a flexible approach to working hours  | E |  |