

**HR Assistant**

**Person Specification**

<b>Category</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidence form</b>
Skills, Knowledge and aptitudes	<ul style="list-style-type: none"> <li>• Have excellent communication and interpersonal skills</li> <li>• Have strong ICT and office skills</li> <li>• Have excellent language, literacy and numeracy skills</li> <li>• Be able to exercise initiative and have an eye for detail</li> <li>• The ability to work at pace and manage personal workload</li> </ul>		Application form Letter of application Interview
Qualifications and Training	<ul style="list-style-type: none"> <li>• Qualifications including GCSE (or equivalent) and/or post 16 further education</li> <li>• Be willing to attend appropriate training and development</li> </ul>		Application form
Experience	<ul style="list-style-type: none"> <li>• A commitment to hard work and raising standards</li> <li>• The ability to work proactively and independently</li> <li>• Of using Microsoft Office</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a similar environment</li> </ul>	Application form Letter of application
Personal Qualities	<ul style="list-style-type: none"> <li>• Plenty of energy, enthusiasm and imagination</li> <li>• The ability to use initiative, work alone and also as part of a team</li> <li>• Discretion when dealing with confidential information</li> <li>• A good sense of humour</li> <li>• A commitment to equal opportunities</li> <li>• Have an openness to learning and change</li> <li>• The ability to work calmly under pressure and to respond flexibly to changing demands</li> <li>• The ability to meet deadlines</li> <li>• Good organisational skills and the ability to prioritise</li> <li>• Willingness to learn within the role</li> <li>• Be suitable to work with children</li> </ul>	<ul style="list-style-type: none"> <li>• Willing to contribute to the wider life of the school.</li> </ul>	Interview References

[Type text]

Thamesmead School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to demonstrably share this commitment. Employment is subject to a satisfactory enhance disclosure from the Disclosure and Barring Service (DBS).