

Person Specification

Educational Visits Co-ordinator/Human Resources Officer

Essential:

- Experience of working in an administrative /clerical role within an educational setting
- Excellent communication skills, both written and verbal
- Ability to work under pressure, prioritise tasks and achieve deadlines
- Ability to represent the school in a professional, friendly and courteous manner
- Pleasant personality and a good sense of humour
- Smart and presentable dress code
- Excellent IT skills, especially in Microsoft Word and Excel
- Demonstrate careful attention to detail in all work produced – ability to proof read essential
- Well organised, methodical and accurate
- Ability to exercise discretion and maintain confidentiality at all times
- Commitment, loyalty and enthusiasm for the role, showing a positive outlook and a “can do” approach; showing initiative and a willingness to work as part of a team
- Ability to build strong working relationships with both teaching and non-teaching staff
- Able to view constructive criticism as positive input
- Flexible in approach
- Strong desire to develop own skills and to support others in developing their skills
- Punctual
- Excellent attendance
- Commitment to the principles and practice of equal opportunities
- Commitment to student welfare and safeguarding principles of the school

Desirable:

- Previous experience in HR, CIPD qualification
- Previous experience working in schools
- Current and/or previous experience of using SIMS and FMS
- knowledge of EVOLVE system

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