**Person Specification**

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| **Job Title: People Administrator (Western Region Schools)** | | |
|  | **Essential** | **Desirable** |
| **Education and Training** | | |
| Educated to level 2 in English and Maths | √ |  |
| HR qualification (Certificate in Personnel Practice (CPP) or other relevant qualification) or desire to complete a Level 3 HR apprenticeship |  | √ |
| Educated to degree level or equivalent |  | √ |
| CIPD recognised HR qualification |  | √ |
| Evidence of commitment to continuous professional development | √ |  |
| **Professional Experience** | | |
| Experience of working in HR administration in a school environment |  | √ |
| Experience of using Management Information Systems ('SIMS' is desirable). | √ |  |
| Experience of working with senior managers / headteachers and other key stakeholders across an organisation |  | √ |
| Proven experience of supporting the delivery of HR policies and strategies |  | √ |
| **Knowledge and Skills** |  |  |
| Strong administrative and organisational skills | √ |  |
| Knowledge of education sector | √ |  |
| Knowledge of the application of terms and conditions of employment and the employee relations framework |  | √ |
| Knowledge of recruitment fundamentals, including safer recruiting |  | √ |
| Good IT skills. including the ability to confidently use Microsoft Word and Excel and google drive | √ |  |
| Good numerical skills with the confidence to work with payroll and other data | √ |  |
| Knowledge of HR systems and their effective application |  | √ |
| Ability to work proactively with recruitment, engaging with applicants and ensuring that the applicant experience is good |  | √ |
| Excellent written and communication skills including the  ability to tailor communication to a range of audiences using  a variety of mediums | √ |  |
| Strong prioritisation and organisational skills with the ability  to work to tight and changing deadlines | √ |  |
| Ability to work to a high level of autonomy using own  initiative | √ |  |
| Excellent interpersonal and negotiation skills including the ability to form rapport and build good working relationships with others | √ |  |
| Able to plan and manage a busy and varied workload | √ |  |
| Understanding of a commitment to safeguarding, equality and diversity and health and safety and their applications in this role | √ |  |
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| **Personal Attributes** | | |
| Positive and solution focused with a flexible approach to work | √ |  |
| Self-motivated and proactive | √ |  |
| Reflective and keen to develop self and others | √ |  |
| High levels of integrity, able to ensure confidentiality | √ |  |
| Able to influence and inspire confidence and trust | √ |  |
| Good communicator both orally and in writing | √ |  |
| Ability to coach, train and develop others | √ |  |