



HR Assistant Person Specification

Education and Qualifications	Essential	Desirable	Assessment
Good general level of education	✓		A
Commitment to personal/professional development	✓		A/I

Experience	Essential	Desirable	Assessment
Microsoft Office – Word, Outlook, Excel	✓		A/I
Strong, proven administration skills		✓	A/I
Experience of working in an educational environment		✓	A/I
Experience of working in an HR Department		✓	A/I

Skills and Attributes	Essential	Desirable	Assessment
Ability to establish good working relationships and effective teamwork	✓		I
Good communication skills	✓		A/I
Excellent role model for staff	✓		I
Innovatory approaches and positive outlook to change		✓	A/I
Ability to generate ideas and drive initiatives		✓	A/I
Willingness to work outside normal hours if necessary		✓	A/I

Personal Qualities	Essential	Desirable	Assessment
High expectations of students and colleagues	✓		I
Highly motivated and able to motivate	✓		I
Enthusiastic and committed	✓		I
Open-mindedness	✓		I
A forward-thinking approach	✓		I
Excellent interpersonal skills	✓		I
Ability to be reflective and self-critical	✓		A/I
Display calmness under pressure	✓		I
Willingness to take on other roles and responsibilities within the department	✓		A/I
Commitment to the school's ethos, aims and its whole community	✓		I

Assessment Key

A Application Form

I Interview