



## HR ADMINISTRATOR

### PERSON SPECIFICATION

Criteria	Essential	Highly Desirable
<b>Education, Qualifications and Professional Development</b>	<ul style="list-style-type: none"> <li>• GCSE grade C or above English and Maths</li> <li>• Excellent organisational skills</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to NVQ Level 3 or equivalent</li> <li>• Excellent Microsoft skills</li> <li>• Ability to take confidential notes/minutes</li> </ul>
<b>Behaviours</b>	<ul style="list-style-type: none"> <li>• Natural communicator</li> <li>• Professional and approachable</li> <li>• Confident at problem-solving</li> <li>• Confident at following through on tasks and resolving enquiries</li> <li>• Proactive approach to work</li> <li>• Positive attitude to change</li> <li>• Working collaboratively with others</li> <li>• Respect and champion the importance of confidentiality, as you will be dealing with employees' personal details</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Knowledge of Human Resources</li> <li>• Knowledge of working with Windows based HR systems</li> <li>• A willingness to learn about safer recruitment, safeguarding and HR processes</li> <li>• experience of working in a multi-site organisation</li> <li>• Strong communication and customer service skills</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of HR ideally within an education setting</li> <li>• Understanding of candidate management and/or tracking software</li> <li>• Sound knowledge of safer recruitment practices</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to build and form good relationships with colleagues and other professionals</li> <li>• Be able to stay calm in difficult situations</li> <li>• Be patient, tactful, diplomatic and approachable</li> <li>• Excellent verbal and written skills</li> <li>• Good analytical and problem solving skills</li> <li>• Ability to absorb a wide range of information and deal with confidential issues</li> <li>• Ability to follow procedures, pay attention to detail and produce accurate work</li> </ul>	

	<ul style="list-style-type: none"> <li>• Ability to work flexibly to meet deadlines and respond to unplanned situations</li> <li>• Ability to prioritise workloads and changing priorities</li> <li>• Ability to explain information clearly and simply</li> <li>• Excellent interpersonal skills</li> <li>• Be able to maintain confidentiality, acting in a professional manner at all times</li> <li>• Ability to work as part of a team</li> <li>• Promote positive behaviour through own actions and attitude</li> <li>• A commitment to on-going personal development and willingness to undertake appropriate training</li> </ul>	
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***Venturers Trust is committed to equality, safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all staff.***