

Person Specification – HR Administrator for the MAT (Multi Academy Trust) Central Service’s Team

Responsible to: HR Manager and CFO

The successful applicant will demonstrate the following experience, skills and characteristics:	Stage of recruitment process at which criteria will be measured:			
	Essential / Desirable	Application Form / Supporting Statement	Interview	Assessment
Experience:				
• Demonstrate successful experience in a HR role	E	✓	✓	
• Experience of working in the education sector	D	✓		
• Experience of working in a Multi Academy Trust or multi-site organisation	D	✓		
• Experience of working effectively within a team and playing a motivating role	E	✓	✓	
• Experience of using school internal packages such as Sims	D	✓	✓	
Qualifications / Training:				
• A good basic education to GCSE (or equivalent) in literacy and numeracy	E	✓	✓	✓
• Has a First Aid qualification or willing to undergo training	E	✓	✓	
• Willingness to participate in relevant training and commitment to own professional development	E	✓	✓	
• Be CIPD level 3-5 qualified or willingness to undertake a CIPD qualification	E	✓	✓	
Knowledge / Skills:				
• You have excellent literacy and communication skills, including proficiency in accurate written and spoken English – the ability to make points clearly and confidently, providing information and advice in accurate spoken English, and able to understand the views of others	E	✓	✓	✓
• Attention to detail and accuracy and excellent editing skills to ensure that material published on behalf of the Trust meets the expected high standards	E	✓	✓	✓
• An innovative and analytical thinker	E	✓	✓	✓

• Demonstrate resilience, tact, sensitivity and diplomacy particularly under pressure with the ability to deliver a complex and demanding workload	E	✓	✓	✓
• Excellent and effective management of multiple tasks with competing deadlines	E	✓	✓	✓
• Proficient in the use of a range of computer software, including MS Office and the drive to enhance and streamline processes through the use of technology	E	✓	✓	✓
• Knowledge of School Teachers Pay and Conditions (Burgandy Book) and National Joint Council (Green Book)	D	✓		
• Knowledge of safer recruitment legislation and Keeping Children Safe in Education (KCSIE)	D	✓	✓	
• Knowledge of data protection and GDPR	D	✓	✓	✓
Personal Characteristics:				
• Ability to always maintain a positive and professional demeanour	E	✓	✓	
• To be self-driven, motivated, proactive and solution focused	E	✓	✓	
• Ability to demonstrate a methodical, organised and flexible approach to work	E	✓	✓	✓
• Able to maintain complete confidentiality and discretion at all times, combined with a calm personality and sound judgment	E	✓	✓	✓
• To have good time management skills	E	✓	✓	✓
• Ability to establish positive relationships with colleagues and work collaboratively as part of a team yet independently as required, recognising and accepting line management	E	✓	✓	
• Ability to relate well to colleagues, Trustees and members of the public, in order to deal tactfully and sensitively with people at all levels	E	✓	✓	
• To be flexible and adapt to changing situations in a professional and calm demeanour.	E	✓	✓	
• Ability to respond positively to change and new/updated processes	E	✓	✓	
• Able to be open-minded, proactive, friendly and approachable individual with a positive approach to supporting change management	E	✓	✓	
• Ability to travel to other establishments within the Trust on occasion	E	✓	✓	
• You have an awareness of and a commitment to equal opportunities	E	✓	✓	
• You have a proactive commitment to safeguarding & promoting the welfare of children, young people and adults	E	✓	✓	
• You have an awareness and adherence to relevant health & safety regulations and policies	E	✓	✓	