



ALEC REED ACADEMY
PROUD TO LEARN

Human Resources Assistant Person Specification



Knowledge, Qualifications and Experience

Essential:

- GCSE Grade C or above in English & Mathematics (or equivalent)
- Good IT skills, highly competent using Microsoft Office
- Strong experience in a HR Administrator or Assistant role with exposure to recruitment
- Experience in providing initial advice or guidance to managers
- Experience of using a HR database system
- Understanding and experience of relevant legislation, policies and procedures, and the ability to apply this understanding to real situations
- Experience in a fast paced office environment

Desirable:

- Experience of working in a similar role in a school environment/ knowledge and understanding of the education sector
- Experience in using iTrent
- Knowledge of school preemployment safeguarding procedures and experience of maintaining a Single Central Record including carrying out all required background checks
- Degree (or equivalent) in Human Resources or business related field or CIPD Level 5 qualification or studying towards

Skills and Abilities

Essential:

- The ability to work in a way that promotes the safety and wellbeing of children and young people including having an awareness of the safeguarding requirements of the Academy along with Child Protection Policy
- Pro-active self-starter with strong administrative, organisational and oral communication skills
- High standards of honesty, sensitivity and trustworthiness
- High standards of customer service and flexibility
- Articulate, well-mannered and patient
- Flexible and able to contribute to changing circumstances and new ideas
- Enthusiastic and resilient with the ability to be assertive when necessary
- Ability to develop and maintain effective professional relationships with students, staff and parents
- A strong commitment to one's own professional development
- A demonstrable commitment to equality of opportunity
- Committed to maintaining high standards across the Academy
- A team player