**Person Specification**

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| **Post:** | **HR Assistant** |
| **Responsible to:** | **Head of Human Resources** |

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| **E: Essential** | **D: Desirable** |

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| **Criteria** | **E** | **D** | **Method of Assessment** |
| **Formal Qualifications** |
| 1. Educated to A level (or equivalent/higher) including Maths and English at grades A-C or equivalent.
 | ✓ |  | Application |
| 1. CIPD Level 3 in Human Resources (or working towards)
 |  | ✓ | Application |
| **Background & Experience** |
| 1. Experience of working in a HR team and providing administration support
 |  | ✓ | Application/interview |
| 1. Experience in the use of Microsoft applications i.e. Word, Excel.
 | ✓ |  | Application/Interview/Task |
| 1. Experience of dealing with external/internal telephone enquires
 | ✓ |  | Application/Interview |
| 1. Experience of completing administration tasks to a high standard
 | ✓ |  | Application/Interview |
| 1. Confident in communicating with different stakeholders
 | ✓ |  | Interview |
| 1. Experience of working in an education environment
 |  | ✓ | Application/Interview |
| **Skills/Abilities** |
| 1. Excellent communication skills both oral and written.
 | ✓ |  | Interview/Task |
| 1. Excellent interpersonal skills and the ability to communicate clearly and effectively with other members of the organisation.
 | ✓ |  | Application/Interview |
| 1. High levels of tact and diplomacy, with a sensitive and discreet approach
 | ✓ |  | Application/Interview |
| 1. Excellent IT skills, including knowledge of different software packages and Microsoft office
 | ✓ |  | Application/Task |
| 1. Excellent organisational skills and ability to prioritise effectively.
 | ✓ |  | Application/Interview |
| 1. A flexible, proactive approach to work, particularly during busy times
 | ✓ |  | Application / interview |
| 1. The ability to work on own initiative and as part of a team.
 | ✓ |  | Application/interview |
| 1. Minute taking and providing support during HR meetings
 | ✓ |  | Application/interview |
| 1. Knowledge of HR procedures, policies and regulations
 | ✓ |  | Application/interview |
| 1. Strong attention to detail with the ability to maintain a high level of accuracy
 | ✓ |  | Application/interview |
| 1. Experience of managing and inputting data into a HR and payroll system
 | ✓ |  |  |
| 1. Knowledge of working in an education environment
 |  | ✓ | Application/interview |
| 1. Knowledge of ‘Keeping Children Safe in Education’ and safeguarding issues
 |  | ✓ | Application/interview |