

## **PERSON SPECIFICATION**

**JOB TITLE:** Human Resources Assistant

### **Information for candidates:**

The person specification provides an outline of the experience, skills and abilities we expect the successful candidate to possess. You should match your own skills, experience, and abilities to those listed below. Tell us in what way you have carried out the criteria asked for; a sentence or two of explanation will help us to assess your application.

Applications from people with disabilities will be assessed based on the specification criteria to carry out the duties of the post.

<b>Criteria</b>	<b>Essential</b> √	<b>Desirable</b> √
<b>Skills and Abilities</b>		
1. Able to demonstrate experience in administrative processes and procedures including developing and maintaining systems.	√	
2. An ability to produce accurate data and analyse information and reports within specified timescales.	√	
3. Highly developed organisational skills and able to pay attention to detail	√	
4. Excellent communication skills	√	
5. Good interpersonal skills	√	
6. Flexible and able to contribute to a team approach	√	
7. Competent in use of Microsoft Office Products including Excel and Word	√	
<b>Experience</b>		
1. Successful track record in administration.	√	
2. Work within a busy customer focussed environment		√
3. Experience of working within an educational establishment		√
4. HR experience	√	

<b>Qualifications</b>		
1. 5 GCSE's A-C – including Maths & English	√	
2. HR qualification		√
3. An administration-related qualification		√
<b>Other</b>		
1. Able to work and under pressure	√	
2. Able to use initiative and work independently	√	
3. Able to influence colleagues in order to achieve deadlines	√	
4. Interest in personal development	√	
5. Takes responsibility for safeguarding and promoting the welfare of children.	√	