



Person Specification

HR Assistant

Job Title:	HR Assistant
Responsible to:	HR Manager
Contracted Hours	30 hours per week term time, 15 hours per week during school holidays (to be worked over 2/3 days) <i>Please note that no more than 2 weeks leave can be taken during the school summer holidays and at least 2 weeks leave must be taken during term time.</i>
Contracted Weeks/Year:	52 (All year round)

Main Job purpose:	<p>To assist the HR Manager in providing a comprehensive, professional and confidential Human Resource administrative service.</p> <p>Support with recruitment including induction of new hires, contract preparation, absence, record keeping, payroll and personnel files</p> <p>Provide administrative support to the Health, Safety and Contracts Manager, and be one of the school's trained first aiders.</p> <p>Provide whole school administrative support during the school holidays. to the school admin team and Health Safety and Contracts Manager, and be one of the school's trained first aiders.</p>
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Category	Criteria	Essential or Desirable	Method of Assessment
Education, Qualifications & Experience	• Level 3 CIPD (or working towards) qualification or equivalent	Essential	Documentary evidence Application Form
	• Education to GCSE level, grade C or above in English and Maths or equivalent	Essential	
	• Relevant HR administration experience (2 years minimum)	Essential	
	• Experience of working in an education establishment	Desirable	
Skills, Knowledge and Understanding	• Excellent working knowledge of Microsoft Office: Word, Excel and Outlook	Essential	Application Form References Interview
	• A working knowledge of SIMS	Desirable	
	• Knowledge and understanding of administrative procedures and processes with a Human Resources function	Essential	
	• Excellent interpersonal skills including a high level of written and spoken English. Excellent listening and communication skills.	Essential	
	• High level of organisational skills with excellent attention to detail	Essential	

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	<ul style="list-style-type: none"> The ability to cope well under pressure and be efficient at multitasking and ability to meet deadlines 	Essential	
	<ul style="list-style-type: none"> Integrity and the ability to handle confidential information securely and with discretion 	Essential	
	<ul style="list-style-type: none"> Good time management and prioritisation skills 	Essential	
	<ul style="list-style-type: none"> The ability to follow instructions 	Essential	
	<ul style="list-style-type: none"> The ability to work well both as part of a team and individually 	Essential	
Personal and Professional Qualities	<ul style="list-style-type: none"> Commitment to promoting the ethos and values of the school in achieving the best outcomes for students 	Essential	Application Form References Interview
	<ul style="list-style-type: none"> A flexible and adaptable approach, meticulous and conscientious 	Essential	
	<ul style="list-style-type: none"> Friendly and approachable with the ability to build effective working relationships with colleagues 	Essential	
	<ul style="list-style-type: none"> Ability to deal with queries in a professional manner 	Essential	
	<ul style="list-style-type: none"> A willingness to learn new skills and undertake training as required 	Essential	
Safeguarding	<ul style="list-style-type: none"> Clear understanding of Safeguarding requirements and how to promote the welfare of children (training will be provided) 	Desirable	Reference Interview
	<ul style="list-style-type: none"> Ability to maintain appropriate relationships and personal boundaries with students 	Essential	
Other	<ul style="list-style-type: none"> Eligibility to work in the UK 	Essential	Application Form Interview
	<ul style="list-style-type: none"> Appointment subject to enhanced DBS and validated references 	Essential	