



## Person Specification

### HR Assistant

<b>Job Title:</b>	HR Assistant
<b>Responsible to:</b>	HR Manager
<b>Contracted Hours</b>	30 hours per week including school holidays <b><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></b>
<b>Contracted Weeks/Year:</b>	52 (All year round)

<b>Main Job purpose:</b>	<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 (1 year 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"> <li>The ability to cope well under pressure and be efficient at multitasking and ability to meet deadlines</li> </ul>	Essential	
	<ul style="list-style-type: none"> <li>Integrity and the ability to handle confidential information securely and with discretion</li> </ul>	Essential	
	<ul style="list-style-type: none"> <li>Good time management and prioritisation skills</li> </ul>	Essential	
	<ul style="list-style-type: none"> <li>The ability to follow instructions</li> </ul>	Essential	
	<ul style="list-style-type: none"> <li>The ability to work well both as part of a team and individually</li> </ul>	Essential	
Personal and Professional Qualities	<ul style="list-style-type: none"> <li>Commitment to promoting the ethos and values of the school in achieving the best outcomes for students</li> </ul>	Essential	Application Form References Interview
	<ul style="list-style-type: none"> <li>A flexible and adaptable approach, meticulous and conscientious</li> </ul>	Essential	
	<ul style="list-style-type: none"> <li>Friendly and approachable with the ability to build effective working relationships with colleagues</li> </ul>	Essential	
	<ul style="list-style-type: none"> <li>Ability to deal with queries in a professional manner</li> </ul>	Essential	
	<ul style="list-style-type: none"> <li>A willingness to learn new skills and undertake training as required</li> </ul>	Essential	
Safeguarding	<ul style="list-style-type: none"> <li>Clear understanding of Safeguarding requirements and how to promote the welfare of children (training will be provided)</li> </ul>	Desirable	Reference Interview
	<ul style="list-style-type: none"> <li>Ability to maintain appropriate relationships and personal boundaries with students</li> </ul>	Essential	
Other	<ul style="list-style-type: none"> <li>Eligibility to work in the UK</li> </ul>	Essential	Application Form Interview
	<ul style="list-style-type: none"> <li>Appointment subject to enhanced DBS and validated references</li> </ul>	Essential	