HR Administrator

Person Specification

Factors	Essential	Desirable
Qualifications / skills / knowledge and / or ability:-		
▪ Good general education up to at least GCSE or equivalent in English and Maths	▪	
▪ Secretarial, Administrative or Clerical experience	▪	
▪ Excellent typing skills		▪
▪ Experience of Word and Excel	▪	
▪ Good organisational, communication and listening skills	▪	
▪ Experience of and ability to communicate clearly at all levels, e.g. pupils, staff, visitors; promote a positive working environment; put people at their ease	▪	
▪ Willing to undertake training on Trust's Management Information Systems	▪	
▪ Organising and prioritising work	▪	
▪ Working under pressure and meeting tight deadlines	▪	
▪ Awareness of confidentiality and data protection issues	▪	
▪ Attention to detail	▪	
▪ Maintain a positive and flexible attitude	▪	
▪ Qualified to a minimum of CIPD level 3 or equivalent		▪
Personal qualities:-		
▪ Good timekeeping – punctual arrival	▪	
▪ Enthusiastic, positive, conscientious, flexible	▪	
▪ Smart appearance	▪	
▪ Organised and able to work under pressure	▪	
▪ Fully committed to equal opportunity for all	▪	
▪ Able to work on own initiative and as part of a team	▪	
▪ Empathy with the needs of our students and tenants	▪	