

Administrator (HR – Safer Recruitment)

Person Specification

Factors	Essential	Desirable
<i>Qualifications / skills / knowledge and / or ability:-</i>		
▪ Good general education up to at least GCSE or equivalent in English and Maths	▪	
▪ Secretarial, Administrative or Clerical experience, preferably in an HR or recruitment role		▪
▪ 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. students, staff, visitors; promote a positive working environment; put people at their ease	▪	
▪ A quick learner, willing to undertake training on Safer Recruitment, SIMS (School's Information Management System), 'Every' and other relevant IT programmes	▪	
▪ Organising and prioritising work	▪	
▪ Excellent attention to detail and accuracy	▪	
▪ Ability to work under pressure and meet tight deadlines whilst maintaining a positive attitude	▪	
▪ Knowledge of safer recruitment processes		▪
▪ Awareness of confidentiality and data protection issues	▪	
▪ Maintain a positive and flexible attitude	▪	
<i>Personal qualities:-</i>		
▪ Good timekeeping	▪	
▪ Enthusiastic, positive, conscientious, flexible, approachable	▪	
▪ Eagerness to assist team to identify, research and analyse creative approaches to reaching potential candidates	▪	
▪ Fully committed to equal opportunity for all	▪	
▪ Able to work on own initiative and as part of a team	▪	
▪ Empathy with the needs of all students	▪	
▪ A "people" person with a professional attitude and appearance as a representative of the Trust	▪	