

HR Administrator

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, with good typing skills and attention to detail	▪	
▪ Experience of Word and Excel	▪	
▪ Experience of Outlook and group email sharing		▪
▪ Good communication (face to face, email and telephone) and listening skills	▪	
▪ Meeting minute taking experience		▪
▪ Experience of Pay Policy, Performance Related Pay and Attendance Management Procedures		▪
▪ 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	▪	
▪ Ability to organise and prioritise own work and support senior colleague and Director of HR	▪	
▪ Experience in scheduling meetings and organising senior management diaries		▪
▪ Awareness of confidentiality and risk of data protection issues	▪	
▪ Qualified to a minimum of CIPD level 3 or equivalent		▪
▪ Knowledge and working experience of UK employment law		▪
▪ Experience in the education sector and knowledge of teacher training, contracts and Teachers Pay and Conditions		▪
▪ Experience in contract and payroll variations		▪
▪ Experience in shift work/rota administration		▪
<i>Personal qualities:-</i>		
▪ Enthusiastic, positive, conscientious, flexible	▪	
▪ Smart appearance	▪	
▪ Fully committed to equal opportunity for all	▪	
▪ Able to work under pressure, on own initiative and as part of a team, pro-actively providing daily support and assistance to manager	▪	
▪ Empathy with the needs of our students and tenants	▪	
▪ Happy to undertake adult mental first aid training and provide mental and wellbeing support	▪	
▪ Understand the importance of confidentiality and ability to handle sensitive information.	▪	
▪ Resilience in dealing with difficult conversations	▪	