

Person Specification: Human Resources Administrator

Outline of Key Abilities

You are asked to focus on demonstrating the extent to which you meet each of the selection criteria when writing your personal statement.

Candidates who are shortlisted for interview will also be required to demonstrate their ability to meet the criteria outlined on this Person Specification during the selection process, with the exception of their qualifications. These will be evidenced from the application form and your production of any original relevant certificates at interview.

Key

Person Specification:	E: Essential	D: Desirable
Demonstrated in one or more of the following:	A: Application Form	R: References
	I: Interview/selection process	

Qualifications

		E	D	A	R	I
1.	Educated to A Level or equivalent		✓	✓		
2.	Minimum GCSE or equivalent in English and Mathematics	✓		✓		
3.	Evidence of further professional study		✓	✓		

Knowledge & Understanding

		E	D	A	R	I
1.	Knowledge and understanding of current employment law and current good practice in HR		✓			✓
2.	A commitment to professional development of self and others	✓		✓		✓

Skills

		E	D	A	R	I
1.	Evidence of high-level ICT skills including the use of spreadsheets	✓				✓
2.	Evidence of excellent communication skills – both written and verbal	✓		✓		✓
3.	Excellent interpersonal skills. Ability to work both collaboratively and independently.	✓		✓		✓
4.	Excellent organisational and administrative skills – ability to plan, prioritise and manage a varied workload	✓		✓		✓
5.	An understanding of the importance of the need for confidentiality	✓				✓

Experience

		E	D	A	R	I
1.	Experience of working within Human Resources	✓		✓		
2.	Experience of working in an educational environment		✓	✓		
3.	Experience of using human resource information systems (database)		✓	✓		

Personal Attributes

		E	D	A	R	I
1.	Capacity to inspire, with a positive, pro-active, solution focused 'can do' attitude	✓				✓
2.	Ability to engage and motivate others and work effectively and positively with young people	✓				✓
3.	Ability to listen effectively and be sensitive to others	✓				✓
4.	Ability to cope well under pressure and meet deadlines	✓				✓
5.	Recognition of the importance of personal responsibility for health and safety	✓				✓
6.	Demonstrable commitment to the safeguarding of pupils and child protection	✓				✓
7.	Demonstrable commitment to equal opportunities	✓				✓
8.	Commitment to the School's ethos, aims and whole community	✓				✓