

Person Specification

Job Title: HR Assistant

Qualifications	Essential	Desirable
5 Level 2 or equivalent (A*-C GCSE) qualifications including English and Maths	✓	
Willingness and ability to obtain and/or enhance qualifications and training and development in the post.	✓	
First Aid at Work Certificate or willingness to undertake training		✓
Experience		
Significant HR/Payroll experience	✓	
At least 2 years' experience working in an office environment	✓	
Experience of working with school information managements systems		✓
Previous experience working in a school environment		✓
Skills		
Excellent written and verbal communication skills	✓	
Excellent listening skills.	✓	
Ability to respect and maintain confidentiality.	✓	
Excellent working knowledge of standard computer packages (word processing, mail merge, email, databases and spreadsheets.	✓	
Good working knowledge of Corero (HR/Finance System)		✓
Excellent time management and organisation skills.	✓	
Ability to relate to students in a pleasant and sympathetic manner and to recognise potential child safeguarding issues.	✓	
Understanding of academy child safeguarding procedures.		✓
Other		
Satisfactory Enhanced Criminal Records Disclosure	✓	
Assessed and advised by Health and Well Being	✓	