



Person Specification

Job Title: HR Apprentice

Qualifications	Essential	Desirable
Level 2 Qualifications in English and Maths	✓	
Willingness and ability to obtain and/or enhance qualifications and training and development in the post	✓	
Experience		
Experience of working in a school environment		✓
Experience of working in an office environment		✓
Skills		
Ability to effectively communicate both verbally and in writing with a range of audiences	✓	
Ability to respect and maintain confidentiality at all times	✓	
Ability to use standard ICT packages including Microsoft Office	✓	
Ability to organise own workload and work independently where required, referring queries and issues on where appropriate	✓	
Ability to be able to build positive relationships with colleagues	✓	
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 DBS check	✓	