

## Person Specification

**Job Title:** HR Administrator – Primary

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
5 GCSE A* - C (or equivalent grade/Level 2 qualification) including Mathematics and English	✓	
Administration qualification		✓
HR/Payroll qualification		✓
Willingness to undertake further development	✓	
<b>Experience</b>		
Payroll and/or Pension administration experience of working within a school/LA		✓
Experience of working in a busy office environment		✓
Experience of working with payroll systems (e.g. Sage)		✓
Experience of working in a HR office		✓
Experience of Pension Administration (LGPS, TPS)		✓
<b>Skills</b>		
Competence in the use of ICT including Excel and Word.	✓	
The ability to use technology to record, collate and analyse information.	✓	
Able to highly effectively plan and organise own workload	✓	
Ability to communicate effectively with internal and external contacts at all levels.	✓	
Able to maintain confidentiality at all times	✓	
Able to work effectively under pressure, prioritise and meet multiple and sometimes conflicting deadlines	✓	

Excellent written communication skills with ability to compose and produce standard letters and reports (Word, Excel, Outlook, HR System)	✓	
<b>Other</b>		
Positive and proactive approach to a changing environment	✓	