



## Person Specification

**Job Title:** HR Business Assistant

| <b>Qualifications</b>  | <b>Essential</b> | <b>Desirable</b> |
|--|------------------|------------------|
| 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.                  | ✓                |                  |
| <b>Experience</b>  |                  |                  |
| 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  |                  | ✓                |
| <b>Skills</b>  |                  |                  |
| 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 (Civica) 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.  |                  | ✓                |