



## Person Specification

**Job Title:** HR Assistant

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Level 2 or equivalent (A* - C GCSE) qualifications in English and Maths	✓	
Willingness and ability to obtain and/or enhance qualifications and training for development in the post	✓	
<b>Experience</b>		
Understanding of Health and Safety procedures relating to Technology		✓
Experience and of working in a school environment		✓
Previous experience within specific curriculum area		✓
Understanding of workshop tools and machinery	✓	
<b>Skills</b>		
Excellent communication and listening skills	✓	
Ability to respect and maintain confidentiality	✓	
Working knowledge of standard computer packages (word processing, email, databases and spreadsheets)	✓	
Ability to prioritise and manage own workload to meet appropriate deadlines	✓	
Efficient and effective organisation skills	✓	
Ability to relate to students in a pleasant manner and to recognise potential child safeguarding issues	✓	
Understanding of School child safeguarding procedures		✓
<b>Other</b>		
Satisfactory Enhanced DBS Disclosure	✓	
Assessed and advised by Occupational Health	✓	