



# Person Specification

**Job Title:** HR 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 for development in the post	✓	
<b>Experience</b>		
Significant HR/Payroll experience	✓	
Experience and of working in an office environment	✓	
Experience of working with school information management 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		✓
<b>Other</b>		
Satisfactory Enhanced DBS Disclosure	✓	
Assessed and advised by Occupational Health	✓	