

PERSON SPECIFICATION

HR Assistant

	Essential criteria	Desirable criteria
Qualifications	English and mathematics GCSE (or equivalent) at Grade C (5) or above Willingness to undertake further relevant study or training.	
Experience	Experience of using word processing, spreadsheets, database and IT packages Experience of working with young people and parents Experience of working in a school environment	Experience of working within an HR Environment Experience of working with SIMS or a similar data management system
Knowledge and Skills	Highly competent in the use of ICT – especially Excel and Word Excellent communication skills, both written and oral Excellent administrative and organisational skills Extremely organised and able to deliver on time and to agree quality standards Understand the importance of confidentiality and discretion Ability to prioritise own workload Ability to relate to young people	
Personal Attributes	Motivated, enthusiastic and flexible Friendly, helpful, welcoming Excellent interpersonal skills A desire to develop yourself and those around you as individuals Ability to work under pressure Accurate with good attention to detail Ability to work within a team	

Please note that a full Enhanced DBS will be required in order to comply with the Schools Safeguarding Policy.