



PERSON SPECIFICATION

POST TITLE: HUMAN RESOURCES ADMINISTRATOR

GRADE: 6

			RELEVANT CRITERIA	HOW IDENTIFIED	ESSENTIAL/ DESIRABLE
1.	EDUCATION & QUALIFICATIONS	1.1	Educated to A Level or equivalent relevant experience	Application Form/Certificates	A
		1.2	Degree level qualification	Application Form/Certificates	C
		1.3	Appropriate HR qualification or working towards e.g. Chartered Institute of Personnel & Development (CIPD)	Application Form/Certificates	C
2.	KNOWLEDGE & EXPERIENCE	2.1	Significant previous experience of undertaking Human Resources administration	Application Form/Selection Process/References	A
		2.2	Significant previous experience of undertaking recruitment and selection in an education setting/knowledge of safer recruitment practices	Application Form/Selection Process/ References	B
		2.3	Sound knowledge of terms and conditions of employment related to education based teaching and associate staff	Application Form/Selection Process	B
		2.4	Knowledge of employment legislation and best practice	Application Form/Selection Process	B
		2.5	Experience of working with Trade Unions/Professional Associations	Application Form/Selection Process/References	B
		2.6	Experience of monitoring HR measures of performance and preparing reports for leadership teams	Application Form/Selection Process/References	B

3.	TECHNICAL SKILLS/ABILITY	3.1	Excellent time management/organisational skills and the ability to prioritise, work hard under pressure and to cope with frequent interruptions	Application Form/Selection Process/References	A
		3.2	ICT literate and capable of working with current and future software appropriate to the role	Application Form/Selection Process/References	A
		3.3	Ability to work on own initiative and carry projects through to conclusion	Application Form/Selection Process/References	A
		3.4	Effective communication skills; both written and verbal	Application Form/Selection Process/References	A
		3.5	Literate and numerate	Application Form/Selection Process/References	A
		3.6	Accuracy and attention to detail	Application Form/Selection Process/References	A
		3.7	Excellent interpersonal skills and ability to be tactful and diplomatic	Application Form/Selection Process/References	A
		3.8	Ability to work as a member of a team	Application Form/Selection Process/References	A
		3.9	Ability to prepare clear and concise reports	Application Form/Selection Process/References	A
		3.10	Commitment to equal opportunities/managing diversity	Application Form/Selection Process/References	A
4.	CHARACTERISTICS	4.1	Professional and friendly approach to work	Application Form/Selection Process/References	A
		4.2	Ability to maintain confidentiality at all times and act with discretion	Application Form/Selection Process/References	A
		4.3	Willingness to be flexible and work to meet the best interests of the school	Application Form Interview/References	A
		4.4	Ability to act with empathy towards staff and students	Application Form Interview/References	A

Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criterion on your application form. The letters A, B and C in the "Rank" column refer to the importance we will give your answers when we read your applications. You must have all the A's on day one to be able to do the job, you need to have all the B's to do the job, but they could be learnt during the induction, and if you have C criteria this would be an additional bonus.

We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please advise us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview etc.