

**Personal Specification  
HR Administrator**

<b>Qualification and Knowledge</b>			
<b>Essential Criteria</b>		<b>Desirable Criteria</b>	
Good experience of using Microsoft Office i.e. Word, Excel		CIPD Qualified	
Knowledge of office administration processes, HR policies and procedures and basic employment legislation		Educated to degree level	
<b>Achievements and Experience</b>			
<b>Essential Criteria</b>		<b>Desirable Criteria</b>	
Good interpersonal and communications skills including the ability to relate well to people on all levels with sensitivity, tact and diplomacy		Previous experience of working in an educational setting	
Evidence of a pro-active approach to planning and prioritising work, with the ability to use initiative appropriately		Previous experience in an HR Assistant administrative role	
Good understanding of Safer Recruitment			
Excellent organisational and administrative skills, with the ability to remain calm under pressure and work to tight deadlines; systematic in approach to tasks, with attention to detail			
<b>Skills &amp; Abilities</b>			
<b>Essential Criteria</b>		<b>Desirable Criteria</b>	
Good written, oral communication and Keyboard skills			
Good command of written and spoken English			
Willingness to assist and support colleagues unprompted across a wide variety of administrative tasks			
Ability to establish and maintain administrative systems and records			
Ability to work unsupervised and to assess conflicting priorities and meet deadlines			
Able to work on own initiative			
Willingness to work flexibly and independently within the requirements of a demand driven Service			

Good ICT skills e.g. confident and adept in use of SIMS, Microsoft applications e.g. Word, Excel and database input			
An understanding of the needs of vulnerable people			
Ability to summarise and record information in a way that can be readily understood by others			
An understanding of the equal opportunities policy and how it is implemented			
A high level of personal integrity, with proven experience of handling sensitive situations with tact and diplomacy and with complete respect for confidentiality			
Work constructively as part of a team, understanding responsibilities and in own position			
Ability take detailed, accurate notes			
Willingness to keep up to date with the relevant training and development requirements to meet the needs of the role			