

PERSON SPECIFICATION

JOB TITLE: Human Resources Assistant (GR2) – “People Matters” Team

KEY

M.O.A = Method of Assessment

A.F. = Application Form; I = Interview; T = Test

CRITERIA	ESSENTIAL	M.O.A.
EXPERIENCE (Relevant work and other experience)	Experience of working as part of a team	AF/I
	Experience of using Microsoft Word & Excel	AF/T
	Experience of working within a busy administrative role	AF/I
	Experience of diary management	AF/I
	DESIRABLE	
	Experience of working within a HR environment	AF/I
	Experience of using HR and payroll systems (e.g. SIMS)	AF/I
	Experience of working within an education setting	AF/I
	ESSENTIAL	
SKILLS AND ABILITIES (E.g. Written communication skills, dealing with the public)	Ability to plan, organise and complete work to deadlines	AF/I/T
	Ability to communicate effectively and accurately both verbally and in writing	AF/I/T
	Ability to complete work to the required standards of accuracy and presentation	AF/I/T
	Ability to work on own initiative	AF/I
	Resilience in challenging situations Ability to prioritise effectively	AF/I AF/I/T

	DESIRABLE	
	Working knowledge of HR databases such as Xpert HR, The Key, The School Bus etc.	AF/I
	ESSENTIAL	
EDUCATION/ QUALIFICATIONS	A* - C in GCSE English & Maths or equivalent	AF
	DESIRABLE	
	Evidence of CIPD qualification or evidence of working towards	AF/I