

A community of inspiration, excellence and opportunities for all to grow

PERSON SPECIFICATION
HR Assistant

	Essential	Desirable	How Assessed
Qualifications:			
5 GCSE including Maths & English or equivalent A*-C	✓		Application form
A commitment to life-long learning	✓		Application form and at interview
Commitment to attend appropriate training and development, taking ownership of personal development and being willing to pursue development opportunities	✓		Interview
Relevant Experience:			
Able to design and construct spreadsheets (eg Microsoft Excel) and manipulate data using this package to produce reports.	✓		Application form, at interview and testing
Good IT and numeracy skills, with excellent IT skills required for managing/ operating computerised payroll and benefits systems	✓		Application form; at interview and testing
Able to use word processing software such as Microsoft Word	✓		Application form; at interview and reference
Has held a previous employment as a clerk in the administration, finance or HR department of an organisation.		✓	Application form; at interview and reference
Personal and Professional Skills and Attributes:			
The ability to self-motivate to achieve given objectives.	✓		Application form and at interview
High professional standards	✓		Application form and at interview
Proven ability to record data accurately and to have attention to detail.	✓		Application form and at interview
Possess personal integrity, approachability, the ability to discuss sensitive and confidential issues with staff, warmth and a willingness to grow and learn	✓		Application form and at interview
Strong interpersonal skills to form effective working relationships with people at all levels	✓		Application form and at interview
High level communication skills	✓		Application form and at interview
Evidence of the ability to synthesise and evaluate data to support financial reports and plans	✓		Application form and at interview
Willingness to offer a positive commitment to the life of the Academy	✓		Application form and at interview
Ability to play a role in the further development of the Academy	✓		Application form and at interview
Ability to work flexibly within the department	✓		Application form and at interview

Requirements from confidential references:	Essential
Written reference(s) only	✓
Confirmation of professional and personal knowledge, skills and abilities	✓

Positive recommendation from current employer	✓
Good health and attendance record	✓