



PERSON SPECIFICATION

HR & Payroll Officer

No	Categories	Essential / Desirable	Application Form	Interview/ Task
QUALIFICATIONS				
1.	5 GCSEs (incl. Maths and English Grade 4 (or equivalent))	E	✓	✓
2.	Qualified, or working towards, a Level 5 qualification in Human Resource Management, or equivalent	D	✓	✓
3.	Evidence of continuing professional development and training	D	✓	✓
EXPERIENCE				
4.	Experience in providing HR advice in a range of employment matters e.g. sickness absence, performance management, disciplinary investigations etc	E	✓	✓
5.	Experience of payroll administration	E	✓	✓
6.	Experience of completing tasks within tight deadlines	D	✓	✓
7.	Experience of working in an education setting	D	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
8.	Strong communication skills and an ability to build and maintain strong relationships with colleagues/ stakeholders in a respectful and approachable manner	E	✓	✓
9.	Able to apply initiative and manage own workload competently	E	✓	✓
10.	A high level of attention to detail and accuracy in all work undertaken	E	✓	✓
11.	Ability to show empathy alongside rigour in dealings with stakeholders	E	✓	✓
12.	Excellent IT skills (including Microsoft Office) with the ability to use online systems to input data and draft reports	E	✓	✓
13.	Willingness to undertake ongoing CPD relevant to the position and be a reflective practitioner	E	✓	✓
14.	Knowledge of child protection procedures or the ability to learn	E	✓	✓
15.	Commitment to support the Trust's agenda for safeguarding and equality and diversity	E	✓	✓

16.	Flexible, able and willing to work extra hours to meet business needs; weekend and evening work may be required	E	✓	✓
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