



Person Specification – HR Administrator

We are looking for a candidate who is able to demonstrate the following essential or *desirable* requirements

Qualifications	Essential	Desirable
<ul style="list-style-type: none"> Educated to GCSE standard (at least grade C in English and Maths) 	✓	
<ul style="list-style-type: none"> Well-developed oral, written and interpersonal skills 	✓	
<ul style="list-style-type: none"> Willingness to undertake further training relevant to the post 	✓	

Knowledge and Experience	Essential	Desirable
<ul style="list-style-type: none"> Experience of working in a HR/workforce Administrative role and understanding of HR processes 	✓	
<ul style="list-style-type: none"> Knowledge of HR and recruitment processes and principles 	✓	
<ul style="list-style-type: none"> Knowledge and understanding of employment legislation 		✓
<ul style="list-style-type: none"> Experience of producing accurate and complex employment/contractual documentation and correspondence 	✓	
<ul style="list-style-type: none"> Strong customer care skills and focus 	✓	
<ul style="list-style-type: none"> Approachability and willingness to help 	✓	
<ul style="list-style-type: none"> Experience of working in office administration 	✓	
<ul style="list-style-type: none"> Previous experience of working in a school 		✓
<ul style="list-style-type: none"> Discreet and diplomatic nature with respect for confidentiality at all times 	✓	
<ul style="list-style-type: none"> Confident and calm in handling questions and queries 	✓	
<ul style="list-style-type: none"> Able to work comfortably with repeated interruptions and unexpected request; 	✓	
<ul style="list-style-type: none"> Able to use initiative, work as part of a team 	✓	
<ul style="list-style-type: none"> Works flexibly, able to prioritise and multi-task to meet deadlines in a busy environment; 	✓	
<ul style="list-style-type: none"> MS Office skills (Word, Excel, OneDrive, Outlook) 	✓	
<ul style="list-style-type: none"> Familiar with office equipment (phone systems, copiers) 	✓	

Personal Qualities	Essential	Desirable
<ul style="list-style-type: none"> Committed to safeguarding and promoting the welfare of young people 	✓	
<ul style="list-style-type: none"> An interest in the education sector 	✓	
<ul style="list-style-type: none"> A supportive and empathetic approach to students 	✓	
<ul style="list-style-type: none"> Flexible approach to work including occasional flexibility in working hours 		✓



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• Commitment to continuous improvement and willingness to learn from experience		✓
• Organised and Methodical	✓	
• Possesses excellent communication skills;	✓	
• Able to confidently handle queries and challenges	✓	