Northern Education Trust
Post: Trainee HR Advisor
PERSON SPECIFICATION

No	Categories	Essential / Desirable	App Form	Interview / Task
			Assessed by:	
QUALIFICATIONS				
1.	Level 3 CIPD qualified	E	✓	
2.	Willingness to work towards Level 5 CIPD qualification	E	✓	
3.	5 GCSE's or equivalent, including English and Maths	E	✓	
4.	Evidence of continuous professional development and training	E	✓	
EXPERIENCE				
5.	High level experience of using Microsoft Office packages, databases and web technologies	E	✓	✓
6.	Experience in an administrative position	D	✓	✓
7.	Experience of letter and report writing	D	✓	✓
8.	Experience of working in the schools sector	D	✓	✓
9.	Experience of setting up administrative processes and systems	D	✓	✓
10.	Experience of note taking of formal meetings and providing accurate minutes	D	✓	✓
11.	Experience of working in a HR environment	D	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
12.	The ability to operate with absolute discretion and confidentiality at all times	E	✓	✓
13.	Excellent communication skills, both verbal and written	E	✓	✓
14.	ICT literate with a working ability to use key IT software to present work to a high standard	E	✓	✓
15.	Ability to build effective working relationships with colleagues at all levels	E	✓	✓
16.	Excellent organisational skills and time management including ability to multi task	E	✓	✓

No	Categories	Essential / Desirable	App Form	Interview / Task
	and manage a number of conflicting priorities			
17.	The ability to co-ordinate and manage projects and events	E	✓	✓
18.	Excellent attention to detail and able to work accurately	E	✓	✓
19.	Excellent customer service skills and ability to respond quickly as circumstances dictate	E	✓	✓
PERSONAL QUALITIES				
20.	A strong commitment to the Trust values and ethos	E	✓	✓
21.	Commitment to support the Trust's agenda for safeguarding and equality and diversity	E	✓	✓
22.	A flexible approach and a strong work ethic	E	✓	✓