

Person Specification

HR Assistant – HR for Schools Team

Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

- Obtained or undertaking a relevant degree course or post graduate qualification
- Practical experience of a demanding 'customer focused' working environment
- Excellent ICT skills including manipulation of spreadsheets and databases.
- Excellent analytical and research skills.
- Ability to work on own initiative and meet deadlines.
- Excellent written and oral communication skills
- Demonstrates a team ethos.
- Demonstrable commitment to continuous professional development.
- Commitment to equality and diversity and awareness of anti-discrimination workplace strategies.

Part B

The following criteria will be further explored at the interview stage:

- Confident, conscientious with a strong client focus.
- Excellent verbal communication skills with the ability to display critical reasoning.
- Knowledge and understanding of the implications of recent/upcoming employment legislation/case law
- Professional and effective approach to case management
- Ability to meet difficult challenges through use of personal initiative and work prioritisation.
- Confident presentation skills.
- Ability to act discreetly and maintain confidentiality.
- Resilient