



People Administrator - Person Specification

No:	Area: For any of these criteria please draw on experience through education, work or personal	Essential	Desirable
1	Qualifications		
1.1	Minimum of 5 GCSE's grade C/level 5 or above, to include Maths and English	✓	
1.2	Level 3 HR or Business Administration qualification		✓
1.3	Willingness to undertake further professional qualifications	✓	
2	Experience		
2.1	Proven experience within a HR administration role	✓	
2.2	Experience of a HR Administration role within the charity or education sector	✓	
2.3	Proven experience in a role handling and maintaining confidential information	✓	
2.3	Experience of working as part of a dispersed cross-functional team, receiving feedback and direction from others in influencing own priorities and work		✓
2.4	Experience of managing priorities to meet agreed deadlines/timescales	✓	
3	Skills and knowledge		
3.1	Proficient in using IT packages, including Word, Excel and HR and Payroll Systems	✓	
3.2	Excellent organisational and planning skills, understanding, and addressing deadlines	✓	
3.3	Proactive and methodical approach in management and prioritisation of tasks	✓	
3.4	Able to build and maintain effective working relationships	✓	
4	Personal Qualities		
4.1	Uphold the Christian values and ethos of the Trust	✓	
4.2	Organized, self-motivated, ability to remain calm in a busy environment	✓	
4.3	Personable (polite, customer-focused, and friendly) and enjoys meeting people	✓	
4.4	Reliable and willing to work outside normal working hours when occasional and reasonable requests are made	✓	
4.5	Driving license and ability to travel across the Trust's academies and training venues	✓	