

## Person Specification – HR Administrator

### Overview

St Michael's Prep School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Whilst not directly working with children, the aim of all staff is to provide an excellent environment for the pupils of the school, therefore the successful candidate will be committed to supporting an excellent provision to all staff which in turn benefits the children.

You will have excellent written and verbal communication skills, be attentive to detail and ensure high levels of accuracy are delivered. The capacity to work independently and as part of a team, building strong professional relationships across the whole school.

### Essential Qualifications:

- Eligible to work in the UK
- GCSE English grade 4 minimum (or equivalent)
- Intermediate working knowledge of Microsoft Office applications (Outlook, Word, Excel)

### Desirable Qualifications:

- Safer Recruitment training
- CIPD Level 3 / Foundation membership
- Working knowledge of PowerPoint

### Essential Experience:

- Previous experience of working in an administrative role
- Relevant HR experience
- Working understanding of General Data Protection Regulation (GDPR) practice and regulations
- Working in a role with changing demands and demonstrate ability to manage own workload
- Working in a confidential environment
- Working knowledge of data interrogation and data systems

### Desirable Experience:

- Experience of SIMS (School Information Management System)
- Experience of HR Portal / systems
- Previous experience working in a school
- Understanding of Keeping Children Safe in Education (KCSiE) and safeguarding in schools





### Personal attributes:

- Self-motivated and able to use initiative to forward plan to meet deadlines, with a flexible approach to accommodate changing priorities
- Ability to maintain confidentiality with sensitive and confidential information
- Highly developed organisational and multi-tasking skills
- Excellent written and verbal communication skills and high standards of grammar
- Attention to detail, accuracy, and great time management
- Strong people skills with the ability to demonstrate a confident and effective rapport with all staff, being assertive where necessary
- Sound judgement and problem-solving capabilities
- Sympathetic with the Christian ethos and values of the school

