



## HR Administrator - Person Specification

| Criteria                      |                                                                                                                                                                                                                                                                                                                                          | Evidence | Scoring Method  |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----------------|
| Qualifications and experience | Has a good standard of education including literacy and numeracy at level 2 or above (or equivalent)                                                                                                                                                                                                                                     | A        | Pass/Fail       |
|                               | Business Administration qualification (Level 2 or equivalent standard)                                                                                                                                                                                                                                                                   | A        | Pass/Fail       |
|                               | Experience of working in an office environment in an administrative role                                                                                                                                                                                                                                                                 | A        | Numerical Scale |
|                               | Experience of working in a school environment                                                                                                                                                                                                                                                                                            | A/I      | Numerical Scale |
|                               | First Aid qualification (or willingness to work towards)                                                                                                                                                                                                                                                                                 | A        | Pass/Fail       |
| Knowledge and Skills          | Has well-developed ICT skills including a good working knowledge of Microsoft 365 Applications i.e. Word, Excell, Outlook, Teams etc                                                                                                                                                                                                     | A/I      | Numerical Scale |
|                               | Demonstrates effective communication skills (both orally and in writing), relevant to the audience and purpose                                                                                                                                                                                                                           | A/I      | Numerical Scale |
|                               | Demonstrable experience of completing a wide range of administrative tasks with accuracy and speed, including: <ul style="list-style-type: none"> <li>Word and data processing</li> <li>Collation of information and production of reports</li> <li>Managing spreadsheets</li> <li>Prioritisation of workload</li> <li>Filing</li> </ul> | A/I      | Numerical Scale |
|                               | Knowledge of School Management Information Software i.e Arbor                                                                                                                                                                                                                                                                            | A/I      | Numerical Scale |
| Values and Behaviours         | <b>Kindness</b><br>Acts with patience, respect, generosity and forgiveness. Acts with compassion and care, listens and sees the person behind the role. Focuses on relational practice; builds trust and rapport with others by empowering and elevating them.                                                                           | I        | Numerical Scale |
|                               | <b>Trust</b><br>Acts in a reliable, consistent, credible, honest, humble, courageous manner. Manages emotions and helps others to do the same. Keeps promises and does what they say they will.                                                                                                                                          | I        | Numerical scale |
|                               | <b>Service</b><br>Puts themselves in the service of others. Reduces stress and anxiety in the organisation by modelling calm and considerate behaviour. behaves in a dutiful way, demonstrating humility and self-control. Removes barriers to enable others to do their jobs well                                                       | I        | Numerical scale |

A = Application (inc. supporting letter), I = assessed during Interview Day(s)

*TEAL is committed to safeguarding and promoting the safety and welfare of children and young people and expects all staff to share the commitment. All appointments will, therefore, be subject to a satisfactory Enhanced Level Disclosure and Barring Service Clearance as well as all other relevant pre-employment vetting checks.*