**Person Specification**

**Role** HR Administrator

**Service** Business Services

**Location** East Midlands

**Accountable to** Head of People, Business Services and Transformation

|  |  |  |
| --- | --- | --- |
| **Knowledge** | Essential | Desirable |
| Competent in the use of ICT | X |  |
| Working knowledge of Microsoft Office package and Google |  X |  |
| **Experience** |   |   |
| Minimum of one years experience working in a HR environment  | X  |  |
| Experience of working in a fast pace environment | X |  |
| **Skills** |   |   |
| Excellent time managed skill; organised and methodical ways of working | X |   |
| Resilient and solution focused approach to challenges | X |   |
| Self motivated able to work on own initiative with drive and enthusiasm  | X |   |
| Effective communication skills | X |   |
| Self starter with high levels of initiative | X |  |
| Approach tasks in a results driven manner whilst maintaining a strong people focus |  | X |
| Logical problem solver |  | X |
| **Education and Training** |   |   |
| CIPD Level 3 in Human Resources or similar equivalent qualification. | X |  |
| GCSE in Mathematics (Grade C)  |  | X |
| To be able to produce evidence of previous continuous professional development  | X |   |
| Numerate and Literate | X |   |
| Aware of Safeguarding and Data Protection |  | X |
| **Qualities** |   |   |
| Professional manner to encourage trust and confidence; building rapport and employee engagement. | X |  |
| Inspiring, creative thinker with authentic ideas |  | X |
| Emotionally intelligent individual, with clear aspirations and drive to develop | X |  |
| Hold a UK Driving Licence and have access to a road-worthy vehicle | X |   |
| Must adhere to all R.E.A.L Education Ltd, R.E.A.Ll Independent School and R.E.A.L Alternative Provision School policies, procedures and practices | X |   |
| Willing to undergo an enhanced DBS check | X |  |

***Where internal employees do not meet particular essential criteria but have proven outstanding performance the organisation reserves the right to further progress their application***