

Person Specification

Role HR Administrator
Service Business Services
Location East Midlands
Accountable to Head of People, Business Services and Transformation

Knowledge	<u>Essential</u>	<u>Desirable</u>
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.LI 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