

PERSON SPECIFICATION

Job Title: HR/PAYROLL ADMINISTRATOR

Specification	Essential	Desirable
Work, Organisational & planning skills	<ul style="list-style-type: none"> ▪ Experience of HR or payroll administration ▪ Reliable, well organised and systematic ▪ Works accurately with good attention to detail ▪ Able to prioritise and manage a demanding work schedule with competing priorities ▪ GCSE Maths and English at C grade 	<ul style="list-style-type: none"> ▪ Experience of managing data ▪ Experience of working effectively in a similar sized organisation ▪ Previous experience in face-to-face customer service ▪ Previous experience of working in a school ▪ Familiarity with the SIMS system
Working with people	<ul style="list-style-type: none"> ▪ Excellent interpersonal skills, able to deal courteously and helpfully with visitors, staff and students ▪ Good teamworker 	
Communication	<ul style="list-style-type: none"> ▪ Effective oral and written communication 	
Personal Qualities	<ul style="list-style-type: none"> ▪ Able to use own initiative & work independently with minimal supervision ▪ Discretion with confidential material 	
Experience	<ul style="list-style-type: none"> ▪ Keen enthusiastic approach to work ▪ Proven ability to work effectively under pressure to meet deadlines ▪ Comfortable using computers and Information Systems as an integral part of the job with a good understanding of Microsoft office applications 	