**PERSON SPECIFICATION**

**HR ADMINISTRATOR**

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| **Essential** | **Desirable** |
| **Experience and Knowledge** |
| * Experience of working in a busy office environment.
* Experience of dealing with enquiries and requests for information.
* Experience in the use of Microsoft Word, Excel, Publisher and Outlook.
 | * Experience of managing a database.
* Experience of working within HR function
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| **Education and Qualifications** |
| * GCSE or equivalent grade C or above in Maths and English.
* Keyboard skills.
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| **Abilities and Skills** |
| * Good organisational skills.
* Good literacy and numeracy skills.
* Good communication and interpersonal skills.
* Ability to maintain strict confidentiality where necessary.
* Ability to produce accurate work whilst working to tight deadlines.
 | * Knowledge of the Halifax Opportunities Trust.
* Understanding/experience in HR software systems
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| **Traits and Characteristics** |
| * A caring and pleasant approach to work and people.
* A positive approach to difficult situations and challenges.
* Ability to work both on own initiative and cooperatively as part of a team.
* Ability to work in a non-discriminatory, sensitive and respectful way.
* Patience and consistency in working with children and adults.
* Ability to work flexibly including occasional evenings and weekends.
* Fit to carry out all tasks associated with the post.
* Ability to sustain regular attendance.
 | * Ability to drive and have use of a car with business insurance.
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