**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 |
| **Education and Qualifications** | |
| * GCSE or equivalent grade C or above in Maths and English. * Keyboard skills. |  |
| **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 |
| **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. |