



Person Specification - HR Assistant

Information provided on the application form will be assessed against the criteria listed on this Person Specification to shortlist candidates for interview.

	CRITERIA
ESSENTIAL QUALIFICATIONS	<ul style="list-style-type: none">• Level 3 qualification (A-level, BTEC, or equivalent) or business administration–related qualification is desirable• Good standard of general education with a minimum GCSE Grade C/4 in English and Maths, or equivalent is essential
EXPERIENCE	<ul style="list-style-type: none">• Working in an office environment with proven experience of administrative procedures is essential• Experience of working in an HR environment is desirable
ESSENTIAL SKILLS AND ABILITIES	<ul style="list-style-type: none">• Excellent verbal and written communication skills with staff/external agencies at all levels• Strong interpersonal skills and an ability to deal empathetically with difficult/sensitive situations• Attention to detail and accurate record keeping skills• Ability to manage confidential information• Able to organise and prioritise own workload• Ability to learn new IT systems and software• Commitment to equalities and the promotion of diversity in all aspects of working
ESSENTIAL KNOWLEDGE	<ul style="list-style-type: none">• Demonstrate an understanding of working practices relating to HR issues and procedures• Knowledge of manual and computerised filing systems including document retention, security and disposal• Knowledge of data protection• Knowledge and experience of Management Information Systems and Microsoft Office to an intermediate level