**Person Specification - HR Coordinator**

**It is expected that the successful candidate will satisfy the following specification:**

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| **Specification** | **Essential** |
| Qualifications | * Appropriate HR qualification(s) and / or experience in this field * GCSE Level for English and Maths grade A-C |
| Experience | * Conversant and up to date with HR regulations * Ability to prepare and present highly accurate HR reports * Experience of SIMS Personnel (desirable) * Ability to maintain efficient record keeping systems * Experience of assisting with payroll * Experience of working in a school (desirable) * Ability to work collaboratively as part of a team |
| Personal Skills and Qualities | * Ability to show sensitivity and objectivity in dealing with confidential issues * Excellent organisational skills and ability to prioritise own workload * Proactive and self-motivated * Strong people skills, with previous HR work * Good communication skills, both written and spoken, along with strong interpersonal skills * High standard of accuracy and attention to detail * To deal with high levels of paperwork in a busy and varied role * Ability to multitask * To work under pressure and to tight deadlines * Strong Microsoft office skills * A diplomatic and patient approach * Able to work flexibly, adopt a ‘hands on approach’ and respond to unplanned situations * Willingness to seek specialist advice and the awareness of who to contact |
| Knowledge and application | * An understanding of and a commitment to Equal Opportunities issues within the workplace * Clear understanding of employee confidentiality and GDPR * An understanding of TPS/LGPS pension scheme (desirable) * Good knowledge of HR policies and processes * Ability to keep abreast of developments and changes in associated legislation and guidance |
| Professional development | * Ability to evaluate own development needs * Evidence of continuing professional development |

**Working Hours**

This post is for 30 hours per week, 41 weeks per year. The working days for this post are Monday to Friday, 9:30 -16:00