**Person Specification - HR Coordinator**

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

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| **Specification** |  |
| Qualifications | * Appropriate HR qualification(s) and / or experience in this field * GCSE Level for English and Maths grade A-C (essential) |
| Experience | * HR administration or school administration experience (essential) * Ability to prepare and present highly accurate HR reports * Working knowledge and Experience of SIMS Personnel (essential) * Ability to maintain efficient record keeping systems * Experience of assisting with payroll (essential) * Ability to work collaboratively as part of a team |
| Personal Skills and Qualities | * Ability to show sensitivity and objectivity in dealing with confidential issues * Demonstrate organisation skills and ability to prioritise own workload * Proactive and self-motivated * Communication skills, both written and spoken, along with strong interpersonal skills * High standard of accuracy and attention to detail (essential) * To deal with high levels of paperwork in a busy and varied role * Ability to multitask (essential) * To work under pressure and to tight deadlines * Strong Microsoft office skills (essential) * 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 37 hours per week, 41 weeks per year. The working days for this post are Monday to Thursday 09:00 – 17:30 and Friday 9:00 -17:00