**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)
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| 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
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| 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
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| 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
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| Professional development | * Ability to evaluate own development needs
* Evidence of continuing professional development
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**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