

## Person Specification Form

**Job Title:           HR Officer (Recruitment, Training & Payroll)**

**Department:       Human Resources**

<b>Feature Sought</b>	<b>Essential Requirement</b>	<b>Desirable Requirement</b>	<b>Assessment Method</b>
<b>Qualifications</b>	Academic qualifications to Level 3 and above	CIPD qualified (Level 3) or relevant level of experience	Certificates
<b>Experience</b>	Customer service and administration background HR experience	Recruitment and Payroll processing experience Working in the Education field	Questioning and references
<b>Knowledge &amp; Skills</b>	Excellent communication skills both written and verbal in dealing with staff and external stakeholders Excellent IT skills including databases and excel Uses own initiative to problem solve Administration skills - well organised and able to prioritise Accuracy and numeracy Team player Able to multi task	Proactive in upskilling	Questioning and test
<b>Personal Qualities</b>	Confident Empathetic Approachable Flexible Remain calm under pressure	Adaptable to change	Questioning Previous work and also use scenarios
<b>Motivation &amp; Expectations</b>	Customer Service An eye for detail Task orientated		Questioning and references

**Date: October 24**