



HISP Multi Academy Trust Person Specification

Trust Human Resources Assistant

Salary:	Grade C (FTE salary £18,932 - £19,940)
Hours:	30 hours per week, though other work patterns will also be considered
Weeks Worked	Term time, plus 4 weeks (including at least 2 weeks during the summer vacation)
Contract:	12-month Fixed Term Contract, ideally starting September 2021
Responsible to:	Human Resources Manager
Based at:	Tanners Brook Primary School and one day a week at Portswood Primary School

Priorities

- To work closely with the HR Manager and HR Officer to deliver a high standard of work in all HR areas supporting the whole employee lifecycle, but primarily in recruitment and compliance, across the HISP MAT.
- A commitment to child protection, safeguarding, and promoting the welfare of children and young people.

Qualifications & Training

Essential

- GCSEs at grades 9 to 4 (A* to C) (or equivalent) including in Maths and English Language.

Desirable

- Professional HR qualification (e.g. Level 3 CIPD qualified).

Experience

Essential

- Ability to work independently as well as part of a team.
- Solid experience in administration.
- Experience of dealing with variety of stakeholders.
- Ability to work in a complex role, handling large amounts of administration and managing competing demands, whilst maintaining high levels of accuracy.
- Familiarity with data handling and IT systems.
- Ability to maintain excellent records.
- Demonstrable interest in HR.

Desirable

- Previous experience in an HR role.
- Experience working across a Multi Academy Trust (MAT) or in education in general

Skills and Knowledge

Essential

- Highly adept and demonstrable organisational skills.
- Excellent proficiency and working knowledge of standard IT applications, including Word and Excel.
- High level of accuracy and attention to detail and an ability to prioritise workload and deadlines.
- A conscientious self-starter, demonstrating a “can-do” positive attitude.
- Good written and oral communication skills.
- Ability and confidence to provide appropriate information and guidance where required.
- Excellent organisational and administrative skills.
- Ability to form and maintain appropriate working relationships.
- Understanding of the sensitivity of payroll information and employee records, and of the need for confidentiality in all written and oral communications.

Desirable

- Understanding of safeguarding, health and safety, and other training to be undertaken.
- Additional IT skills.
- Informed knowledge of the education sector and HR issues specific to education.

Personal Attributes

Essential

- Flexibility to manage a varied workload with competing priorities.
- Well-developed interpersonal skills enabling effective relationships to be built with a wide variety of people.
- Ability to maintain high standards of work whilst remaining calm under pressure.
- Articulate, enthusiastic, and well organised.
- A personable manner, and a methodical approach.
- Understanding of the need for personal boundaries with children and young people.
- Highest levels of professional and personal integrity.
- Excellent time management skills, punctuality and attendance.
- Commitment to
 - ensuring equal opportunities in the workplace
 - safeguarding and promoting the welfare of young people

Other

Essential

- Understanding of the critical importance of child protection and safeguarding
- Successful completion of DBS and all other pre-employment checks

