

PERSON SPECIFICATION
HR Administrator

The successful candidate will provide a strong supporting statement explaining their motivation for applying and addressing the responsibilities outlined in the Job Description.

ESSENTIAL

Education and Qualifications

- GCSEs or equivalent, including Maths and English).
- A-Levels or equivalent qualifications (advantageous).
- HR or Psychology qualification (advantageous).

Experience and Skills

- Fluency in written and spoken English (business level).
- Proven experience in a fast-paced environment.
- Ability to work effectively across reporting lines.
- Highly organised with excellent attention to detail.
- Strong time-management skills, able to prioritise multiple tasks and meet deadlines.
- Proficient in HRIS, Microsoft Excel, and Microsoft Office Suite.
- Confident user of Microsoft Teams.

Personal qualities

- Excellent interpersonal and communication skills.
- Professionalism, discretion, and sound judgment.
- Proactive and committed to continuous improvement.
- Solutions-focused team player with strong relationship-building abilities.
- Resilient, with the ability to adapt and recover quickly from setbacks.

Desirable

- Previous experience in the Education sector.
- Previous experience in an HR role.