



**Person Specification**  
**HR Assistant Recruitment and Onboarding**

The Futures Trust is committed to safeguarding and promoting the welfare of Children and Young People and requires all staff and volunteers to share this commitment

<b>Responsible to</b>	Recruitment and Equality Manager
<b>Grade</b>	4 £19,698 - £23,080 per annum
<b>Hours</b>	37 hours per week all year round, applications on a flexible basis welcome
<b>Location</b>	Based at Barr's Hill School or Keresley Newland Primary Academy with a requirement to travel to undertake work at or for academies within the Trust

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Measured by</b>
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• A level 3 qualification (e.g A Level, AS Level, NVQ3, Advanced Apprenticeship.</li> <li>• GCSE's grade 4-9 (C or above) in English and Maths</li> <li>Or equivalent experience</li> <li>• Full driving licence and own transport</li> </ul>	<ul style="list-style-type: none"> <li>• CIPD qualified and current Associate or Member of CIPD</li> <li>• Administrative qualification</li> </ul>	Application Form Certificates / membership number / licence
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Able to be flexible and adaptable to changing requirements and priorities day to day</li> <li>• Highly organised; can prioritise and work well under pressure, meeting strict deadlines and exercising attention to detail</li> <li>• Able to work at pace and to manage high volume administration</li> <li>• Able to represent Schools and the Trust in a professional manner at all times</li> <li>• Able to communicate effectively both verbally and in writing with a range of audiences</li> <li>• Able to maintain the highest levels of confidentiality and data security</li> <li>• Able to maintain accurate electronic and hard copy filing systems</li> <li>• Able to carry out pre-employment checks in accordance with statutory requirements.</li> </ul>		Application Form Interview Written Test

<b>Skills and Abilities Continued</b>	<ul style="list-style-type: none"> <li>• Able to support continuous improvement and implement and contribute to the design / re-design of administrative systems</li> <li>• Able to use ICT systems to ensure the delivery of an efficient and effective administrative service</li> <li>• Able to work independently and as an effective team member</li> <li>• Able to utilise and adapt templates to produce accurate letters</li> <li>• Good interpersonal skills and the ability to demonstrate tact and empathy</li> <li>• Able to consistently produce high quality work</li> <li>• Able to follow safeguarding procedures and recognise when to report any concerns</li> <li>• Able to collate and interrogate data and produce accurate reports</li> </ul>		Application Form Interview Written Test
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Successfully implementing administrative systems to meet organisational needs</li> <li>• Successfully delivering a customer focussed service to meet the needs of clients</li> <li>• Working well independently, as part of a team and with internal and external stakeholders</li> <li>• Using ICT systems to input, manage and interpret data</li> <li>• Problem solving</li> <li>• Learning to implement processes and procedures</li> <li>• Working at pace and to deadlines</li> <li>• Maintaining own professional Development</li> </ul>	<ul style="list-style-type: none"> <li>• Working in recruitment or in an education environment</li> <li>• Carrying out pre-employment checks and onboarding activities</li> </ul>	Application Form Interview Written Test

<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>• The importance and function of safer recruitment in the school environment</li> <li>• The impact that the recruitment and onboarding process has on the achievement of organisational aims</li> <li>• The importance of working with internal and external stakeholders and at pace to secure the best candidates</li> <li>• Efficient and effective administrative systems</li> <li>• Data protection and confidentiality</li> <li>• Equality and diversity in the workplace</li> </ul>	<ul style="list-style-type: none"> <li>• The requirements of Keeping Children Safe in Education in relation to recruitment</li> <li>• School based roles, the annual recruitment cycle and the markets within which schools operate</li> </ul>	Application Form Interview Written Test
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• A professional role model who is committed to their own professional development and to developing others</li> <li>• Committed to and able to promote the aims of schools and the values of the Trust: Learners First, It's about Learning, No Barriers.</li> <li>• Able to work calmly under pressure and withstand stress</li> <li>• Able to work flexibly, and to attend meetings and INSET days as required</li> </ul>		Application Form Interview

**Person specification reviewed by: Chantelle Bayliss HR Director**  
**Date: January 2022**