



Person Specification
HR Assistant Monitoring and Compliance

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

Responsible to	Designated HR Colleague
Grade	4 £19,698 - £23,080 per annum
Hours	37 hours per week all year round, applications on a flexible basis welcome
Location	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

	Essential Criteria	Desirable Criteria	Measured by
Education and Qualifications	<ul style="list-style-type: none"> • A level 3 qualification (e.g A Level, AS Level, NVQ3, Advanced Apprenticeship. • GCSE's grade 4-9 (C or above) in English and Maths <p align="center">Or equivalent experience</p> <ul style="list-style-type: none"> • Full driving licence and own transport 	<ul style="list-style-type: none"> • CIPD qualified and current Associate or Member of CIPD • Administrative qualification 	Application Form Certificates / membership number / licence
Skills and Abilities	<ul style="list-style-type: none"> • Able to be flexible and adaptable to changing requirements and priorities day to day • Highly organised; can prioritise and work well under pressure, meeting strict deadlines and exercising attention to detail • Can methodically and accurately record, interpret and present written and numerical data in formats including spreadsheets and written reports for use in decision making • Able to communicate effectively both verbally and in writing with a range of audiences • Able to maintain the highest levels of confidentiality and data security • Able to maintain accurate electronic and hard copy filing systems • Able to respond to day to day management questions, and recognise when to refer matters 		Application Form Interview Written Test

Skills and Abilities Continued	<p>to a more senior colleague</p> <ul style="list-style-type: none"> • Able to support continuous improvement and implement and contribute to the design / re-design of administrative systems • Able to use ICT systems to ensure the delivery of an efficient and effective administrative service • Able to work independently and as an effective team member • Able to utilise and adapt templates to produce accurate letters • Good interpersonal skills and the ability to demonstrate tact and empathy • Able to consistently produce high quality work • Able to follow safeguarding procedures and recognise when to report any concerns • Able to produce accurate written records of meetings and discussions 		Application Form Interview Written Test
Experience	<ul style="list-style-type: none"> • Successfully implementing administrative systems to meet organisational needs • Working well independently and as part of a team • Using ICT systems to input, manage and interpret data • Problem solving • Learning to implement processes and procedures • Producing accurate notes and letters • Working to deadlines • Maintaining own professional Development 	<ul style="list-style-type: none"> • Working in an education environment 	Application Form Interview Written Test

Knowledge and Understanding	<ul style="list-style-type: none"> • Efficient and effective administrative systems • Data protection and confidentiality • Equality and diversity in the workplace • The impact that HR function has on the achievement of organisational outcomes • HR policies and procedures, their purpose and the need to adhere to them 		Application Form Interview Written Test
Other Requirements	<ul style="list-style-type: none"> • A professional role model who is committed to their own professional development and to developing others • Committed to and able to promote the aims of schools and the values of the Trust: Learners First, It's about Learning, No Barriers. • Able to work calmly under pressure and withstand stress • Able to work flexibly, and to attend meetings and INSET days as required 		Application Form Interview

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