



Pendle Community High School & College

Person specification form		
Job title: Human Resources Administrator	Grade: 4	
Requirements (based on the job description)	Essential (E) or Desirable (D)	To be identified by: application form (AF), interview (I), test (T), reference (R) or other (give details)
Qualifications		
GCSE Maths & English A-C or equivalent	E	AF
IT qualification (Word, Excel, Publisher, etc.)	E	AF
Business and administration qualification (NVQ and above)	D	AF, I
Experience		
Experience in working in a school environment	D	AF, I
Experience in working in an office environment	E	AF, I
Experience in Human Resources administration	D	AF, I
Experience in managing their own workload and being pro-active	E	AF, I
Experience of Microsoft IT software packages	E	AF, I
Knowledge, skills and abilities		
Ability to work both as part of a team and independently	E	AF, I, R
Excellent communication and organisation skills	E	AF, I
Excellent attention to detail and accuracy	E	AF, I, R
Other (including special requirements)		
1. Commitment to safeguarding and protecting the welfare of children and young people	E	I
2. Commitment to equality and diversity	E	I
3. Commitment to health and safety	E	I
4. Commitment to sustaining regular attendance at work	E	R
5. Commitment to the inclusion of all children	E	I
Prepared by: Andrea Harvey		Date: Dec 2018
Note: We will always consider your references before confirming a job offer in writing. All appointments are subject to criminal background clearance.		