**Northern Education Trust**

Post: Apprentice HR Adminstrator

**PERSON SPECIFICATION**

|  |  |  | **Assessed by:** | |
| --- | --- | --- | --- | --- |
| **No** | **Categories** | **Essential / Desirable** | **App Form** | **Interview / Task** |
| **QUALIFICATIONS** | | | | |
| 1. | 5 GCSE’s or equivalent, including English and Maths | E | ✓ |  |
| 2. | Evidence of continuous professional development and training | E | ✓ |  |
| **EXPERIENCE** | | | | |
| 3. | High level experience of using Microsoft Office packages, databases and web technologies | E | ✓ | ✓ |
| 4. | Experience of working in the schools sector | D | ✓ | ✓ |
| 5. | Experience of note taking of formal meetings and providing accurate minutes | D | ✓ | ✓ |
| 6. | Experience of working in a HR environment | D | ✓ | ✓ |
| **ABILITIES, SKILLS AND KNOWLEDGE** | | | | |
| 7. | The ability to operate with absolute discretion and confidentiality at all times | E | ✓ | ✓ |
| 8. | Excellent communication skills, both verbal and written | E | ✓ | ✓ |
| 9. | ICT literate with a working ability to use key IT software to present work to a high standard | E | ✓ | ✓ |
| 10. | Effective interpersonal skills, to be able to communicate with managers and colleagues using the telephone, face to face and in writing | D | ✓ | ✓ |
| 11. | Excellent organisational skills and time management including ability to multi task and manage a number of conflicting priorities | E | ✓ | ✓ |
| 12. | Ability to plan and organise own work | E | ✓ | ✓ |
| 13 | Excellent attention to detail and able to work accurately | E | ✓ | ✓ |
| 14. | Ability to follow instructions and to work to deadlines | E | ✓ | ✓ |
| **PERSONAL QUALITIES** | | | | |
| 15. | A strong commitment to the Trust values and ethos | E | ✓ | ✓ |
| 16. | Commitment to support the Trust’s agenda for safeguarding and equality and diversity | E | ✓ | ✓ |
| 17. | A flexible approach and a strong work ethic | E | ✓ | ✓ |