

Northern Education Trust
Post: HR Assistant
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.	Educated to degree level or equivalent	D	✓	
3.	Evidence of continuous professional development and training	E	✓	
EXPERIENCE				
4.	Experience of using Microsoft Office packages, databases and web technologies	E	✓	✓
5.	Experience in an administrative position/apprenticeship	E	✓	✓
6.	Experience of letter and report writing	D	✓	✓
7.	Experience of setting up administrative processes and systems	D	✓	✓
8.	Experience of note taking of formal meetings and providing accurate minutes	D	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
9.	The ability to operate with absolute discretion and confidentiality at all times	E	✓	✓
10.	Excellent communication skills, both verbal and written	E	✓	✓
11.	ICT literate with a working ability to use key IT software to present work to a high standard	E	✓	✓
12.	Ability to build effective working relationships with colleagues at all levels	E	✓	✓
13.	Excellent organisational skills and time management including ability to multi task and manage a number of conflicting priorities	E	✓	✓
14.	The ability to co-ordinate and manage projects and events	D	✓	✓
15.	Excellent attention to detail and able to work accurately	E	✓	✓

			Assessed by:	
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16.	Excellent customer service skills and ability to respond quickly as circumstances dictate	E	✓	✓
PERSONAL QUALITIES				
17.	A strong commitment to the Trust values and ethos	E	✓	✓
18.	Commitment to support the Trust's agenda for safeguarding and equality and diversity	E	✓	✓
19.	A flexible approach and a strong work ethic	E	✓	✓

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.