

HR & COVER ASSISTANT PERSON SPEC



Essential	Desirable	Evidence
<p>Qualifications and experience:</p> <p>English and Maths A-C</p> <p>Proven/strong administration skills</p> <p>Ability to proficiently use Microsoft packages/excel/word and outlook</p> <p>Experience of managing change and implementing new systems and procedures.</p>	<p>Qualifications and experience:</p> <p>CIPD qualification</p> <p>Degree</p> <p>Knowledge and experience of School Information Management System (SIMS).</p>	<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p> <p>Certificate/s (to be available at interview)</p>
<p>Knowledge and skills:</p> <p>Ability to build and form good relationships with colleagues and other professionals.</p> <p>Ability to work constructively as part of a team.</p> <p>A good understanding of school roles and responsibilities including own.</p> <p>Excellent verbal and written communication skills.</p> <p>Appreciation of the need to communicate effectively with colleagues, students and other professionals.</p>	<p>Knowledge and skills:</p>	<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>
<p>Personal qualities:</p> <p>Excellent interpersonal skills with ability to maintain strict confidentiality.</p> <p>A diplomatic and patient approach.</p> <p>Initiative and ability to prioritise one's own work and that of others to meet deadlines.</p> <p>Able to follow direction and work in collaboration with Senior Leadership Team.</p> <p>Able to work flexibly, adopt a "hands on" approach, and respond to unplanned situations.</p> <p>Ability to evaluate own development needs and those of others and to address them.</p>		

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<p>A willingness to seek specialist advice and awareness of where to seek it.</p> <p>Able to attend evening meetings if required.</p> <p>Efficient and meticulous in organisation.</p> <p>Commitment to the highest standards of child protection.</p> <p>Recognition of the importance of personal responsibility for health and safety.</p> <p>Commitment to the school's ethos, aims and its whole community.</p>		
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