

## HR Assistant - Person Specification

Attributes	Essential	Desirable
<b>Qualifications</b>		
<ul style="list-style-type: none"> <li>A willingness and commitment to work towards CPD.</li> </ul>	*	
<ul style="list-style-type: none"> <li>5 GCSE's with strong passes in English &amp; Maths.</li> </ul>	*	
<b>Experience</b>		
<ul style="list-style-type: none"> <li>Experience of working in a customer driven organisation.</li> </ul>	*	
<ul style="list-style-type: none"> <li>Experience of working with a high case load.</li> </ul>	*	
<ul style="list-style-type: none"> <li>A proven track record of making a difference.</li> </ul>	*	
<ul style="list-style-type: none"> <li>Experience of multi-site operations.</li> </ul>		*
<ul style="list-style-type: none"> <li>Experience of safeguarding practices with regard to recruitment.</li> </ul>		*
<b>Knowledge and Skills</b>		
<ul style="list-style-type: none"> <li>Sound knowledge of working in all areas of IT, strong Excel skills.</li> </ul>	*	
<ul style="list-style-type: none"> <li>Good administrative skills.</li> </ul>	*	
<ul style="list-style-type: none"> <li>Strong communication skills at all levels both written and verbal.</li> </ul>	*	
<ul style="list-style-type: none"> <li>Respect the importance of confidentiality as you will be dealing with employees' personal details.</li> </ul>	*	
<ul style="list-style-type: none"> <li>The ability to work accurately with attention to detail.</li> </ul>	*	
<ul style="list-style-type: none"> <li>Ability to work under own initiative and as part of a team.</li> </ul>	*	
<ul style="list-style-type: none"> <li>To enjoy working with people.</li> </ul>	*	
<ul style="list-style-type: none"> <li>Tact and diplomacy.</li> </ul>	*	
<ul style="list-style-type: none"> <li>Excellent interpersonal and customer-facing skills.</li> </ul>	*	
<ul style="list-style-type: none"> <li>Be approachable.</li> </ul>	*	
<ul style="list-style-type: none"> <li>Integrity and approachability, as managers and staff must feel able to discuss sensitive and confidential issues with you.</li> </ul>	*	
<ul style="list-style-type: none"> <li>Be able to stay calm in difficult situations.</li> </ul>	*	
<ul style="list-style-type: none"> <li>Have good organising and problem-solving skills.</li> </ul>	*	
<ul style="list-style-type: none"> <li>Act as an Ambassador for SRET.</li> </ul>	*	