

## HR & Payroll Administrator Person Specification

Ribston Hall High School is trained in 'Safer Recruitment' and as such subscribes to the following statement:

All adults who come into contact with children and young people in their work have a duty of care to safeguard and promote their welfare.

The Children Act 2004, through the Stay Safe outcome of the Every Child Matters Change for Children programme, places a duty on organisations to safeguard and promote the well-being of children and young people. This includes the need to ensure that all adults who work with or on behalf of children and young people in these organisations are competent, confident and safe to do so.

<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<ul style="list-style-type: none"> <li>• A good general standard of education, including Maths and English at GCSE or equivalent</li> <li>• Experience and understanding of HR processes and payroll processing</li> <li>• Methodical and thorough approach to work with attention to detail and ability to prioritise workloads</li> <li>• Ability to handle confidential information securely</li> <li>• Good organisational skills</li> <li>• Keen eye for detail</li> <li>• Ability to work calmly under pressure</li> <li>• Initiative and confidence to develop ideas in an effective manner</li> <li>• Ability to work independently and as a member of our school team</li> <li>• Flexibility and adaptability</li> <li>• Excellent communication skills both written and verbal</li> <li>• Excellent record keeping skills</li> <li>• Proficient in the use of technology including good working knowledge of Microsoft applications (365, Word and Excel)</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working in an educational setting</li> <li>• Willingness to learn new skills or attend training courses as necessary</li> <li>• Good working knowledge of management information systems</li> <li>• Additional skills and interests which would be of benefit to the school</li> <li>• Previous experience of working in an HR/payroll setting</li> </ul>