



St Bernard's Catholic High School

— Part of the Mater Christi Multi Academy Trust —

Person Specification HR and Pastoral Administrator

	ESSENTIAL	DESIRABLE
Qualifications/Training Competences	<p>Good level of education, minimum of 5 GCSE's at A* - C (9-4) or equivalent.</p> <p>NVQ Level 2 or equivalent</p>	
Relevant Experience	<p>Previous experience of :</p> <ul style="list-style-type: none"> -working within a busy office environment. - administrative systems and procedures -communicating effectively at all levels, both written and oral, with a high standard of written English. 	<p>Experience of working in a school environment</p> <p>Experience of instructing and checking payroll.</p> <p>Experience of recruitment Administration.</p> <p>Experience of general HR Administration.</p>
Knowledge		<p>Up to date knowledge and understanding of practices and procedures within education relating to the welfare, safety and education of pupils.</p>
Skills/Ability	<p>Competent in ICT (Email, Word, Excel)</p> <p>Ability to prioritise tasks to meet deadlines</p> <p>Excellent Organisational Skills</p> <p>Excellent time Management</p>	<p>Experience of using other equipment and technology i.e. photocopier etc.</p>



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Personal Skills	<p>Ability to relate well with children.</p> <p>Ability to work methodically through processes with a particular emphasis on attention to detail.</p> <p>Confidentiality, tact and discretion combined with a calm personality and sound judgement.</p> <p>Able to work in a professional manner.</p> <p>Able to work with highly sensitive information</p> <p>Proactive and flexible attitude</p>	
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