

## PERSON SPECIFICATION – HR ADMINISTRATOR

Criteria	Essential	Desirable	How Assessed
Qualifications	<ul style="list-style-type: none"> <li>• 3 A Levels grade A-C (or equivalent)</li> <li>• GCSE grade 4/C or higher in English Language and Mathematics (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>• CIPD Level 3 or above</li> </ul>	C.V. Certificates
Experience	<ul style="list-style-type: none"> <li>• Experience of administration and using IT</li> <li>• Experience of working with people</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of HR administration and support</li> <li>• Experience of working in a law firm</li> </ul>	C.V. Interview
Skills/Abilities/Knowledge	<ul style="list-style-type: none"> <li>• Strong IT skills</li> <li>• Exceptional people skills</li> <li>• Ability to plan and organise own time effectively, create own work schedules, prioritising, preparing in advance and setting of realistic timescales</li> <li>• Strong sense of accuracy and attention to detail</li> <li>• Ability to work under pressure</li> <li>• Ability to think clearly &amp; logically &amp; communicate clearly orally and in writing</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of HR policies and procedures and relevant employment legislation</li> <li>• Knowledge and understanding of our ethos</li> </ul>	C.V. Interview

	<ul style="list-style-type: none"> <li>• Ability to identify problems &amp; their solutions &amp; work on own initiative</li> </ul>		
Aptitude/Personal Qualities	<ul style="list-style-type: none"> <li>• Team player</li> <li>• Emotional intelligence</li> <li>• Honesty, tolerance, common sense, energy and a good sense of humour</li> <li>• Flexible approach to working conditions and working environment</li> <li>• Enthusiasm for embracing the new and unfamiliar</li> <li>• Respect the importance of confidentiality</li> </ul>		C.V. Interview