PERSON SPECIFICATION – SENIOR HR ADMINISTRATOR

Criteria	Essential	Desirable
Qualifications	GCSEs (or equivalent), including English and Mathematics Grade C/4, or equivalent relevant experience.	CIPD qualification or relevant HR administration training.
Experience	Significant HR administration experience, including maintaining confidential personnel records, recruitment and onboarding, staff absence, probation, appraisals and employment documentation. Experience maintaining a Single Central Record (SCR), coordinating DBS checks and completing safer recruitment checks.	Experience working in a school or education setting, supporting safeguarding audits, inspections and compliance reviews.
Knowledge	Understanding of HR policies and procedures, safer recruitment, pre-employment checks, DBS requirements, SCR, *Keeping Children Safe in Education* (KCSIE), confidentiality and UK GDPR/data protection. Understanding of staff absence, payroll processes, probation, appraisals and employee lifecycle administration.	Knowledge of school staffing arrangements, Arbor or other school management information systems, employment legislation and education safeguarding requirements.
Skills and Abilities	Excellent organisational skills, accuracy and attention to detail. Ability to maintain accurate records and audit trails, monitor outstanding checks, follow up deadlines and prioritise competing demands. Strong written and verbal communication, IT and database skills. Ability to prepare reports, meeting papers and accurate minutes.	Experience using Arbor, online DBS systems and recruitment/ payroll systems.
Personal Attributes	Professional, discreet, trustworthy, proactive and approachable. Able to work independently, use initiative, exercise sound judgement and handle sensitive information confidentially. Collaborative, flexible and committed to safeguarding and continuous improvement.	Ability to provide guidance to staff, volunteers and line managers on HR procedures and administrative requirements.
Other Requirements	Commitment to the school's ethos, safeguarding policies and values. Willingness to undertake relevant training and comply with safer recruitment requirements.	Continuing professional development in HR administration, recruitment, safeguarding or data protection.