Person Specification

Post: Business Support Administrator (HR)

Attributes	Essential	Desirable	How identified
Qualifications	• Grade 5 or above in GCSE English and mathematics • Educated to level 4, or equivalent, or be able to demonstrate relevant experience and training	• CIPD Level 3 certificate in human resource management • CIPD Associate Member	• Application • Certification
Experience	• Values driven • Working in a fast-paced general administration role • Producing accurate information from document templates • Using people information / management information systems • Working with sensitive personal data and an understanding of confidentiality and the principals of GDPR • Building strong relationship with customers / stakeholders • Flexible approach to working • Customer service	• Working in an inner-city area of high deprivation • Working in a similar role • Recruitment and safeguarding processes in education • Producing and issuing people documentation, e.g. offer letters, contracts of employment • Providing advice on pay and recruitment processes • Generating, collating and providing timely and accurate management information	• Application • Interview • References
Knowledge and skills	• Solution focused approach to work • Prioritise and manage queries and tasks • Work in a timely fashion, producing accurate work with high attention to detail • Highly competent in the use of ICT, especially Microsoft Teams, Outlook, Excel and Word • Commitment to safeguarding	• Understanding of what makes a Dixons academy different and successful • Use of information management system/s, e.g. iTrent, Bromcom • Knowledge of safer recruitment practices and pre-employment checks in the education sector • Ability to accurately input, update and maintain people information systems (iTrent)	• Application • Interview • References
Character	• Strong moral purpose and drive for improvement • Mission-aligned • Humble and kind • Motivated, enthusiastic, flexible • Excellent interpersonal skills • Good sense of humour • Desire to develop yourself • Ability to give, receive and act on feedback • Strong attention to detail • Ability to work under pressure • Commitment to the full life of the academy		• Application • Interview • References