



Person Specification HR Assistant/Educational Visits Co-ordinator

	Essential	Desirable	Evidence
Qualifications & Experience	<ul style="list-style-type: none"> • Grade C (or above) at GCSE English and Mathematics (or equivalent). • Educated to A level (or equivalent). • Experience of providing high-level support in a busy, politically sensitive environment. • Experience of using a wide range of office equipment and ICT software, information systems in an administrative environment. • A high level of accuracy with written and spoken English, including the correct use of spelling, grammar and punctuation. 	<ul style="list-style-type: none"> • Further formal professional development. • Previous experience of working in an HR or Recruitment function. • Experience of using school systems such as SIMS to manage staff records. • First Aid qualification (or willingness to be trained). 	Application form
Skills & Knowledge	<ul style="list-style-type: none"> • Knowledge of and commitment to school policies including Child Protection, Health & Safety and Equal Opportunities. • Proficient ICT skills (Excel, Word, Power Point, Publisher, Gmail, databases). • Excellent telephone manner. • Well organised and methodical with excellent attention to detail. • Good communication skills, oral and written. • Able to prioritise workload and to meet deadlines. • Able to undertake routine work or work within established procedures but without close supervision. • Can solve straightforward problems. Ability to make some decisions involving the use of judgment. • Understand the importance of discretion and confidentiality at all times. • An appreciation of the importance of the Data Protection Act and GDPR within the role. • Demonstrate a clear commitment to the team approach; exchanging ideas and providing support to colleagues. • Ability to build effective working relationships with a wide variety of individuals. • Ability to set up and develop administrative systems, for checking, monitoring data, 	<ul style="list-style-type: none"> • EVC training (or willingness to be trained). • Safer recruitment training (or willingness to be trained). • SCR training (or willingness to be trained). 	Letter, references & selection process



The Avon Valley School and Performing Arts College

	budgets and job evaluations and the ability to use information technology to a high degree of expertise.		
Personal qualities and skills	<ul style="list-style-type: none"> • Enthusiastic, sensitive, flexible, hard working with a sense of humour and ability to remain calm. • High level communication, time management and prioritisation skills. • Excellent interpersonal skills and organisational skills. • Ability to support and challenge. • Ability to inspire, motivate and influence others. • Professional demeanour, good inter-personal skills and ability to deal with various members of public and senior management. • Seek advice and support when necessary. 	<ul style="list-style-type: none"> • Concern for the welfare of the school community. 	Letter, references & selection process
Special Requirements	<ul style="list-style-type: none"> • Excellent punctuality and attendance record. 		References & selection process