

**Linton Village College**  
**Person Specification**  
**HR Administrator**

Linton Village College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

<b>Education</b>	<b>Essential</b>	<b>Desirable</b>
GCSE grade C+ or equivalent in English and maths	√	
Professional HR qualification, e.g. CIPD		√
School support staff qualification		√

<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience of working in a similar role, dealing with personnel matters	√	
Experience of working in a school or college context		√

<b>Professional Qualities</b>	<b>Essential</b>	<b>Desirable</b>
Discreet and committed to maintaining confidentiality	√	
A high level of organisational ability and self-motivated	√	
Ability to establish productive working relationships	√	
Excellent communication skills enabling effective liaison with a wide range of stakeholders, including staff, pupils, governors, and external organisations	√	
Able to converse at ease with members of the public, understand and interpret requirements accurately, by effective listening, questioning, clarification and recording of information. To provide advice in accurate spoken English.	√	
Ability to learn quickly and use initiative	√	
Ability to work independently and as part of a team	√	
Ability to prioritise and meet deadlines	√	
Ability to lead and motivate others	√	
A high level of literacy with the ability to proof-read and draft communications	√	
A rigorous approach and attention to detail	√	

<b>Professional Qualities</b>	<b>Essential</b>	<b>Desirable</b>
Highly skilled in a range of office applications, such as Google G-Suite (mail, sheets, docs, slides) and/or MS Office (Word, Excel, PowerPoint, Outlook)	√	
Proficient in SIMS.net or other school management information system		√
Willing to undertake further training as required	√	
An interest in education	√	

<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>
A commitment to safeguarding and promoting the welfare of children	√	
Energy and enthusiasm	√	
Confidence	√	
Resilience	√	
A sense of perspective	√	
Ability to remain calm in difficult situations	√	
Ability to work as part of a team	√	
Excellent attendance and punctuality	√	
A liking and respect for young people	√	
Appropriate professional relationships with colleagues and children	√	