



Highclare School

Human Resources and Payroll Administrator

Person Specification

Essential Skills Required

1. At least two years' experience working within an HR environment
2. Knowledge of payroll processes
3. Experience of 'Safer Recruitment'
4. An understanding of employment legislation
5. Advanced in the use of spreadsheets and word processing
6. High level analytical skills
7. Highly organised with strong attention to detail
8. Be willing to work in a developing and pressured environment to meet the needs of the school, managing competing and changing priorities to meet deadlines
9. Work in a confidential manner in accordance with procedures and policies
10. Produce accurate work to a very high standard
11. Have excellent communication skills and excellent telephone manner
12. Able and confident to work on own initiative
13. Ability to evaluate and improve working practices over time.
14. A minimum of 5 GCSE's or equivalent including Maths and English at Grade C or above

Desirable skills

1. Preferably 2 years' experience of this role in a school environment
2. CIPD certificate
3. Experience of SIMS

Highclare School is committed to safeguarding and promoting the welfare of its pupils. There is a legal requirement to provide satisfactory replies to barred list checks which are obtained in the form of an Enhanced Disclosure from the Disclosure and Barring Service