



## Person Specification – Cover & HR Administrator

The person specification outlines the qualifications, experience, skills, and attributes required for the role.

Essential criteria are those without which a candidate would be unable to perform the role effectively.

Desirable criteria are those that would enhance a candidate's ability to perform the role and will be considered when more than one applicant meets the essential requirements.

Professional qualifications	Essential	Desirable	Evidence
Educated to GCSE grade C+ in English and Maths (or equivalent)	✓		Application and documents
Sound literacy and numeracy skills	✓		
A-Level qualifications		✓	
Degree-level education		✓	
Qualification in Human Resources or School Business Management		✓	
Professional experience	Essential	Desirable	Evidenced
Working knowledge of recruitment and HR practices in schools		✓	Application
Experience of working in an administrative role	✓		Interview
Experience of working in a school environment		✓	References
Personal skills	Essential	Desirable	Evidenced
Reliable and punctual	✓		Interview
Ability to remain calm under pressure	✓		References
Excellent administrative, organisational and planning skills	✓		
Confident in using ICT and quick to learn new systems	✓		
Professional and presentable appearance	✓		
Ability to maintain confidentiality	✓		



# Testbourne Community School

Experience using SIMS (School Information Management System)		✓	
Experience with the use of SAP		✓	
Highly organised, detail-oriented, and able to meet tight deadlines	✓		
Commitment to safeguarding and promoting student welfare	✓		
Proactive, able to work independently, with good time management	✓		
Effective communicator with patience, resilience, and tolerance	✓		
Adaptable and calm when responding to short-notice changes	✓		
Personal attributes	Essential	Desirable	Evidenced
Alignment with the school's values, vision, and ethos	✓		Interview
Positive mindset and a passion for overcoming barriers	✓		
Ability to work independently and collaboratively	✓		
Strong work ethic with a proactive, enthusiastic, and flexible approach	✓		

## Working Conditions

Minimal physical effort required.

Occasional training attendance is expected to maintain up-to-date skills and knowledge.

## Additional Information

Testbourne Community School is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment. All successful candidates will be subject to an Enhanced DBS check and other relevant employment checks.