

GROUNDWORK

CHANGING PLACES
CHANGING LIVES



PERSON SPECIFICATION

JOB TITLE: HR Administrator

Factor	Criteria No	Criteria	Ranking	Criteria to be tested by...(tick as appropriate)				
			(Essential/ Desirable)	Application Form	Interview	Presentation	Certificate	
Education & Qualifications	1	Educated to GCSE A-C (or equivalent) in English and Maths	E	*			*	
	2	Qualification in Business Administration or similar	D	*			*	
Experience and Knowledge	1	Proven administrative experience in a busy office environment	E	*	*			
	2	Experience in HR, Facilities, or Compliance administration.	D					
	3	Strong organisational Skills with the ability to manage multiple tasks and deadlines.	E	*	*			
	4	Excellent written and verbal communication skills	E	*	*			
	5	High level of accuracy and attention to detail	E	*	*			
	6	Ability to maintain confidentiality and handle sensitive information appropriately	E	*	*			
	9	Substantial experience of policy development and implementation	E	*	*			
	7	Confident user of Microsoft Office (Word, Excell, Outlook, Teams)	E	*	*			
	8	Knowledge of health and safety processes or facilities management.	D	*	*			
	9	Understanding of HR systems and data protection requirements.	D	*	*			

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CHANGING LIVES

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			Ranking	Criteria to be tested by...(tick as appropriate)			
	10	Understanding of equality, diversity, and inclusion in the workplace.	D	*	*		
	11	Positive, proactive and flexible approach to work	E	*	*		
Personal Skills	1	Ability to work effectively both independently and as part of a team	E	*	*	*	
	2	Have a proactive "can do" approach with a continuous improvement mindset	E	*	*		
	3	Committed to providing a high quality service to internal and external stakeholders	E	*	*		
	4	Takes ownership of tasks, identifies improvements, and follows through effectively.	E	*	*		
	5	Collaborative approach; one company, one team	E	*	*		
	6	Possess a high degree of initiative, flexibility, diplomacy and patience	E	*	*		
Additional Requirements	1	Prepared to undertake occasional work out of normal hours	D	*			
	2	To assume the appropriate level of responsibility for, safeguarding and promoting the welfare of children, young people and vulnerable adults and to report any concerns in accordance with the organisation's safeguarding policies, commensurate with the level of the role.	E	*			
	3	Committed to Equal Opportunities, Diversity and Inclusion in all work practices	E	*			
	4	An appreciation and commitment to health and safety practices in the workplace.	E	*			
	5	Full driving licence	E	*			