

# Pickwick Academy Trust



## Person Specification

### HR & Recruitment Assistant

The HR & Recruitment Assistant will provide comprehensive HR administration and support to the HR Officer, and manage the recruitment cycle across all aspects of HR for Pickwick Academy Trust. This is a challenging role and the successful applicant will be required to build upon and develop the existing recruitment processes and procedures.

#### Person Specification

- Previous HR Administrator/Assistant experience and used to working with limited support - Essential
- CIPD/ CPP qualification or willingness/ability to study - Desirable
- Intermediate level in MS Outlook, Excel and word - Essential
- Experience of note taking and record keeping ability – Desirable
- Excellent communication and writing skills; to achieve effective communication; to maintain confidentiality; to liaise with a wide range of internal and external contacts – Essential
- Excellent interpersonal skills; building strong working relationships with the rest of the team to ensure co-ordination and consistency of messages - Essential
- Ability to manage time effectively, organise and prioritise personal workload, working efficiently under pressure, and to deadlines - Essential
- Ability to quickly absorb, interpret and organise large amounts of information - Essential
- Ability to be innovative and develop new solutions; being able to think outside the box and effectively plan ahead – Desirable
- Good standard of general education. Competent in English and Maths to at least GCSE Grade C

- To be confident to say when an answer is not known, and research the correct response before providing an answer, managing expectations during this period.
- To be a positive and self-motivated team player - Essential
- Have excellent attention to detail - Essential
- Previous experience or knowledge of the education sector would be an advantage - Desirable
- The jobholder will be required to work across the Trust schools in addition to the Pickwick Academy Trust office. A current driving licence and access to a vehicle will be required. This will require business travel on your personal car insurance.

We will be seeking references before your interview; any relevant issues that are raised by your referee will be taken up during the interview.

At Pickwick Academy Trust we are committed to safeguarding children and promoting the welfare of children and young people and we require anyone joining our school to actively contribute to this commitment. All successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks.