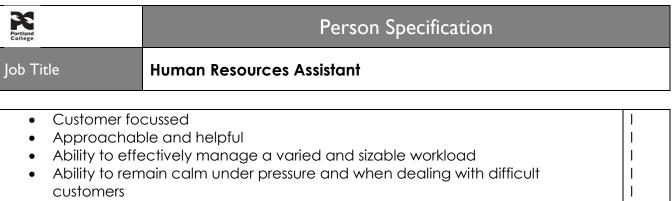


Job Title

Qualifications	<b>~</b>
Desirable	
CIPD Level 3 qualification or working towards	A/I
(ey skills	
Essential	
English and maths Level 2	A/I
<ul> <li>Ability to deal with constant interruptions from visitors to the office or telephone calls</li> </ul>	A/I
<ul> <li>Excellent interpersonal skills and the ability to liaise with managers, staff, learners and the general public in an effective manner</li> </ul>	A/I
<ul> <li>Excellent organisation and planning skills with the ability to prioritise a high workload whilst meeting tight deadlines</li> </ul>	A/I
<ul> <li>Ability to be structured and organised whilst maintaining a flexible approach at all times</li> </ul>	A/I
<ul> <li>Ability to handle queries effectively and efficiently across a number of mediums (e.g. telephone, e-mail, in person)</li> </ul>	A/I
<ul> <li>Outstanding ability to communicate verbally and in writing with people at all levels (internally and externally)</li> </ul>	A/I
<ul> <li>Working as part of a delivery team or on own initiative</li> </ul>	A/I
Take accurate minutes in formal meetings	A/I
xperience ssential	
Experience of working in an HR Administration/HR Assistant/Training role	A/I
<ul> <li>Experience of administration in a busy office environment</li> </ul>	A/I
<ul> <li>Experience of working in a customer service/administration role</li> </ul>	A/I
<ul> <li>Experience of producing accurate and complex employment documents</li> </ul>	A/I
<ul> <li>Maintaining comprehensive records</li> </ul>	A/I
<ul> <li>Experience of producing reports</li> </ul>	/ \/
Desirable	
Using a HR/Payroll information system	A/
(nowledge	
<ul> <li>Able to use databases</li> </ul>	A/I
<ul> <li>Able to use databases</li> <li>Working knowledge and experience of Microsoft Office 365</li> </ul>	A/I A/I
<ul> <li>Administration skills</li> </ul>	
	A/
<ul> <li>Team working qualities and abilities</li> <li>Excellent attention to detail</li> </ul>	A/
<ul> <li>Excellent attention to detail</li> <li>Able to resolve problems in a calm and effective manner</li> </ul>	A/ A/
	~/
Desirable	
An appreciation of the communication needs of people with	A/I
disabilities/learning difficulties	۰. ۱
Safeguarding and Prevent knowledge	A/I
Other personal requirements	
issential	



• Be prepared to work flexibly to fulfil the duties and responsibilities of the post for both core business functions in accordance with the needs of the college

## ✓ How we intend to assess your match with our person specification

**A** Application Form

**C** Assessment Centre

e I Interview