

## PERSON SPECIFICATION

### HR Administration Assistant (fixed term role)

**Normal place of work:** GAET Head Office, Ashton-under-Lyne

		<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>	Previous experience of administration work	<input type="checkbox"/>	
	Worked in a HR environment previously	<input type="checkbox"/>	
	Worked in a Payroll environment previously		<input type="checkbox"/>
<b>Skills and abilities</b>	Effectively use a range of Microsoft Office packages and ability to use other software (training would be provided on specific HR software).	<input type="checkbox"/>	
	Proficient in the use of Microsoft Excel – creation of spreadsheets and manipulation of data including data filtering, sorting and non-complex formulae	<input type="checkbox"/>	
	Experience of data entry	<input type="checkbox"/>	
	Excellent organisational skills and a keen eye for accuracy	<input type="checkbox"/>	
	Work on own initiative with minimal supervision, including being able to organise own workload	<input type="checkbox"/>	
	Communicate clearly, professionally and courteously both verbally and in writing	<input type="checkbox"/>	
<b>Qualifications</b>	GCSE Maths and English, or equivalent qualifications		<input type="checkbox"/>
	ICT GCSE or equivalent		<input type="checkbox"/>
<b>Behaviours</b>	<p>Model the Trust Values:</p> <p><b>Genuine</b> - mutually trusting, open, honest and reflective.</p> <p><b>Respect(ful)</b> to all without ego or arrogance.</p> <p><b>Excellent</b> at what they do, striving for excellence and intolerant of mediocrity.</p> <p><b>Achievement focussed</b>- an aspirational understanding that academic excellence is the goal and how we support that in our own areas of work.</p> <p><b>Together</b> - believing that we can make the biggest difference when we work as a strong team.</p>	<input type="checkbox"/>	

Written by: S. Cheeseman

Job title: HR Manager

Date: June 2025