

Person Specification – HR Assistant

	Essential	Desirable	Determined from: Application form (Tick if applicable)	Identified at Interview (Tick if applicable)	Identified from other source (To be detailed) Test/Presentation/Case study/Set question(s) etc
Qualifications	Educated to Higher Grade or equivalent level.		✓		Verified only if offered appointment
Experience	Relevant administrative experience.	Experience gained within a HR environment.	✓ ✓		
Knowledge	Knowledge of general office administrative systems, including handling of confidential materials and information.	Some knowledge of HR procedures, eg Recruitment & Selection.	✓ ✓	✓ ✓	
Skills	Excellent IT skills (using Microsoft Word and Excel). Ability to use databases, including producing statistical reports. Excellent organisational skills. Effective time management skills & ability to manage competing priorities. Excellent communication skills (oral and written).	Ability to touch type (40wpm). Microsoft Access (intermediate level).	✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓ ✓	Microsoft Word processing test. Microsoft Access test.

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Values/Attitudes	<p>Commitment to Sacro's aims and objectives.</p> <p>Commitment and respect of diversity and difference.</p>	<p>Ability to use a degree of initiative.</p> <p>Commitment to making full use of technology.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
Other	<p>Ability to work as a member of a team.</p> <p>Ability to work flexibly to meet the changing needs of the team.</p>		<p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>	