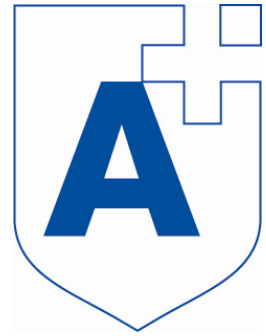


person specification

Payroll and Human Resources Officer



EXPERIENCE AND SKILLS:

Essential:

- Accuracy and a focus on attention to detail
- Organised and an ability to meet deadlines
- Highly numerate, IT literate and with a good command of literacy
- Able to work independently as well as part of team
- Well-developed interpersonal and communication skills
- Flexibility in meeting the demands of the job
- Confidentiality

Desirable:

- Knowledge and experience in payroll and/or human resources
- Educated to degree level and/or qualifications within payroll or human resource disciplines
- Keeping up-to-date with developments in payroll and human resources

Of Benefit:

- Experience of working within a school environment