



PERSON SPECIFICATION

Guidelines for applicants:

Each point of this person specification will be assessed throughout the recruitment process. It has been indicated beside each point whether the criteria will be assessed through the application form or at interview.

POST OF: HR ASSISTANT	ESSENTIAL	DESIRABLE	EVIDENCE
EDUCATIONAL ATTAINMENTS	SCQF Level 6 in an appropriate subject	CIPD Level 3 Certificate in HR Practice	Application Certificates
WORK EXPERIENCE	2 years' relevant experience	Experience of having worked in FE	Application Interview
	Knowledge of recruitment processes	Knowledge of employment legislation	Application Interview
	Experience of HR systems and reporting	Experience implementing projects	Application Interview
	Previous experience of Payroll systems		Application Interview
	Experience of handling queries and preparing routine correspondence		Application Interview
	Good working knowledge of Microsoft applications		Application Interview

GENERAL ABILITIES	Strong administrative skills		Application Interview
	Attention to detail		Application Interview
	Numerical ability		Application Interview
	Good written and spoken command of the English language		Application Interview
SPECIFIC APTITUDES	Tact, diplomacy, confidentiality, empathy and an ability to problem-solve		Application Interview
MOTIVATIONAL & PERSONAL TRAITS	Ability to work under pressure and to strict deadlines		Application Interview
CIRCUMSTANCES	May need to be flexible regarding hours of work		Interview