

PERSON SPECIFICATION

Role: Human Resources Assistant			
ATTRIBUTES	ESSENTIAL	DESIRABLE	ASSESSMENT
QUALIFICATIONS AND TRAINING - HNC in relevant discipline or equivalent experience - Evidence of ongoing professional learning and development - Working towards a CIPD qualification or interest in HR career development	√ √	√	Verification of qualifications Application & Interview
PROFESSIONAL KNOWLEDGE AND EXPERIENCE Experience of the following: - Providing high-quality administrative support in a fast-paced environment - Handling sensitive or confidential information with discretion and professionalism - Supporting recruitment and onboarding processes - Maintaining accurate records in line with data protection requirements - Delivering responsive and inclusive customer service - Using Microsoft 365 tools to support administration and communication Knowledge of the following: - Basic understanding of HR processes across the employee lifecycle - Awareness of GDPR and secure data handling - Understanding of equality, diversity and inclusion principles	√ √ √ √ √ √	 √ √ √	Application & Interview

SKILLS & QUALITIES ALIGNED TO SCRA'S VALUES AND INCLUSIVE STANDARDS AND BEHAVIOURS FRAMEWORK			Application & Interview
Value: Supportive Behaviour: Working Together; Developing Self and others - Builds positive working relationships with colleagues, managers and external contacts through clear and professional communication. - Demonstrates a collaborative approach, supporting team objectives and contributing to a positive working environment. - Shows professionalism and discretion when handling sensitive information, acting with integrity and respect.	√ √ √		
Value: Child Centred Behaviour: Delivering a Quality Service - Provides accurate, timely and high-quality administrative support across HR processes. - Effectively organises and prioritises workload, working autonomously while managing multiple tasks in a busy environment. - Adapts to changing priorities and supports colleagues to deliver a consistent service.	√ √ √		
Value: Respectful Behaviour: Communicating and Influencing - Communicates clearly, inclusively and professionally with a wide range of stakeholders. - Demonstrates empathy, respect and sensitivity when engaging with colleagues, candidates and partners. - Contributes to a culture of psychological safety, inclusion and fairness.	√ √ √		

Value: Accountable Behaviour: Leadership & Decision Making; Changing & Improving ▪ Maintains accurate records and data, ensuring compliance with organisational policies and GDPR requirements. ▪ Uses digital systems effectively to support HR administration and reporting. ▪ Demonstrates attention to detail and takes responsibility for delivering work to a high standard. ▪ Identifies opportunities to improve processes and contribute to continuous improvement	√ √ √	√	
Other Requirements Flexible with regard to working hours Ability to travel between offices when required Fitness for work *Medical questionnaire assessed by independent occupational health service must be completed (fitness for work will incorporate reasonable adjustments)	√ √ √		Interview Interview External assessment