

# PANGBOURNE

— A community where you can flourish —

## HR AND PAYROLL ADMINISTRATOR - PERSON SPECIFICATION

Pangbourne College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

<b>Job Title:</b> HR and Payroll Administrator <b>Department:</b> Human Resources			
Qualifications	Essential	Desirable	Method of assessment
Educated to Degree Level or equivalent		★	Application form Interview
Educated to GCSE level including Maths and English	★		
Skills and Experience	Essential	Desirable	Method of assessment
Experience gained in a professional HR capacity		★	Application form
A people person - able to relate to all staff and stakeholders at all levels	★		Interview
High level of written English and an ability to communicate to all stakeholders in a professional and timely manner	★		References
Excellent IT skills, especially with Google suite and Microsoft Office and PDF editing. Knowledge of formulas and pivot tables	★		Assessment exercise
High administrative and organisational skills	★		
Excellent attention to detail and accuracy	★		
Ability to prioritise your workload and support that of your team	★		
Experience of HR within a charity, independent school or university would be useful but not essential		★	

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Personal Qualities	Essential	Desirable	Method of assessment
Outgoing, positive attitude	★		Interview
Desire to build positive relationships with all stakeholders	★		Assessment exercise
Desire to work for the good of a team	★		
Interest in working in a school environment	★		
Ability to work under pressure	★		
Ability to work outside normal office hours / weekends / evenings and to travel to events	★		
Fun personality, character, hard worker, professional, patient, empathy, resilient	★		
Diplomatic, calm and patient with the ability to manage challenging people	★		
Special requirements	Essential	Desirable	Method of assessment
Promoting and safeguarding the welfare of children	★		
Compliance with Pangbourne College's Child Protection and Safeguarding Policy	★		
Current driving licence			
Own transport - Pangbourne is in a rural location with limited public transport links	★		
Right to work in the UK	★		