



Horsham
Learning Alliance

Job Title: HR & Payroll Officer

Department : Human Resources

Feature Sought	Essential Requirement	Desirable Requirement	Assessment Method
Qualifications	Academic qualifications to Level 3 and above	CIPD qualified (Level 3) or relevant level of experience	Certificates
Experience	Customer service and administration background HR or Payroll experience	Payroll / Pensions/Terms & Conditions/ Contracts experience in a WSCC or other County school.	Questioning and references
Knowledge & skills	Excellent communication skills both written and verbal in dealing with staff and external stakeholders Excellent IT skills including databases and excel Uses own initiative to problem solve Administration skills - well organised and able to prioritise Accuracy and numeracy Team player Able to multi task	Proactive in upskilling	Questioning and test
Personal Qualities	Confident Empathetic Approachable Flexible Remain calm under pressure	Adaptable to change	Questioning Previous work and also use scenarios
Motivation & Expectations	Customer Service An eye for detail Task orientated		Questioning and references

Sep 25



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 hla.education