

MARY FEILDING GUILD

PERSON SPECIFICATION - HR ADMINISTRATOR

	ESSENTIAL	DESIRABLE
COMPETENCIES	<p>Proven excellent organisational ability with a high level of personal responsibility.</p> <p>An ability to maintain records with a high level of accuracy</p> <p>Good level of competency in use of MS Word, Outlook and Internet Explorer</p> <p>Good typing skills with a high level of accuracy</p> <p>Excellent telephone manner conveying a caring and professional approach whilst communicating with a high level of accuracy</p> <p>Proven ability to manage own workload to ensure tasks are completed efficiently in a timely manner.</p> <p>Ability and desire to work as a team member and contribute to team work and meetings proactively to improve operations and procedures</p> <p>Ability to employ a level of initiative appropriate to the role to improve operational activity</p> <p>Ability to respond to changes within the Guild and sector, engaging with the changes and making suggestions as to how it is dealt with.</p>	<p>Formal training in typing and the use of the MS Office Suite.</p> <p>Experience of Publisher</p> <p>Mail Merge experience which is occasionally used.</p>

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PERSONAL QUALITIES	<p>A high level of professional and personal integrity and honesty, and an understanding of the importance of such to the running of a charity and service for the elderly.</p> <p>A professional, kind and caring approach to our residents and their families and a genuine interest and commitment to supporting the elderly, whilst being able to sustain appropriate professional boundaries.</p> <p>A high level of personal responsibility.</p> <p>A good understanding of the role of management and committee members and your role in supporting them.</p> <p>A discreet and confidential nature in relation to staff, residents and committee members.</p> <p>Well developed listening skills and an ability to follow instructions and requests.</p>	<p>Experience of working with the elderly or any other care group.</p> <p>Experience of working in a care home for any vulnerable group.</p> <p>An understanding of Charities, their role in the UK and the regulatory framework(s) they operate within.</p>
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