

Person Specification



Job Title: HR Administrator

Department: People Services

Location: Warwick

Responsible to: HR Lead

Date: August 2025

Attributes	Essential	Desirable
Educational / Professional Qualifications	<ul style="list-style-type: none">• Good standard of literacy and numeracy	<ul style="list-style-type: none">• Qualification in HR, Business Administration or Customer Service at level 2 or 3
Previous Experience		<ul style="list-style-type: none">• Experience of administrative and/or office process• Experience of providing a service to people• Knowledge of what is involved in providing a HR service
Skills and Attributes	<ul style="list-style-type: none">• Customer Service skills• Verbal Communication skills to deal with a variety of people• Team Working skills• Written communication skills• Organisational and time management skills• IT skills• Attention to detail• Able to maintain confidentiality	<ul style="list-style-type: none">• Confident when speaking to people in a variety of situations• Innovative thinking to improve processes and service to customers
Other	<ul style="list-style-type: none">• Able to work on site with some flexibility in locations (Coventry, Rugby & shops), days and times of work to assist with wider team cover	