

National Army Museum

Royal Hospital Road, Chelsea, London SW3 4HT

Human Resources Department

DWP KICKSTART SCHEME – HR Administrator [6 Month FTC]

[Please note this role is only open to those eligible under the DWP Kickstart Scheme]

Person Specification

| Criteria | STANDARD | E/D | EVIDENCE |
|---------------------------------|--|------------|---------------------------|
| Qualifications | Educated to GCSE level (or equivalent) with A-C grades in Mathematics and English. | E | Certificates |
| Attainments/skills/competencies | Methodical. | E | Application and Interview |
| | Flexible and adaptable. | E | |
| | Good spoken and written communication skills. | E | |
| | Good demonstrable IT Skills, particularly Microsoft Office and Excel | E | |
| | Database input experience | D | |
| | Good attention to detail. | E | |
| | Good organising skills. | E | |
| | Ability to maintain high levels of confidentiality. | E | |
| | Experience/Knowledge of using Apple Mac iOS. | D | |
| Special aptitudes | Ability to prioritise and meet deadlines. | E | Application and Interview |

KEY: E = Essential D = Desirable