



WESTMINSTER SCHOOL

iTrent Systems Administrator – person specification

	Criteria	Essential	Desirable
Qualifications/Professional Development	Formal education to A-Level (or equivalent)	Yes	
	Any other qualifications specific to the role		Yes
Knowledge/Experience	Experience working in a human resources or payroll team or experience of working with iTrent from either from a HR aspect or Payroll	Yes	
	Proven advanced technical knowledge and experience with using iTrent, including systems administration, pay and HR systems	Yes	
	Experience of using Power BI	Yes	
	Experience of using Microsoft Excel	Yes	
	Experience of data extraction and producing reports	Yes	
	Implementation of a HR / payroll systems		Yes
	Experience of working in a school		Yes
	Experience of working with both HR and Payroll data and processes		Yes
	Knowledge of HR and payroll processes	Yes	
	Knowledge and understanding of confidentiality and data protection	Yes	
	An understanding of safeguarding	Yes	
	An understanding of, and commitment to, the School's Equal Opportunities policies and a willingness to promote equality of opportunity in all aspects of the work		

Skills and abilities	Excellent I.T. skills	Yes	
	Excellent standard of communication, both written and verbal	Yes	
	Proactive and innovative, with excellent problem-solving skills	Yes	
	High level of accuracy with excellent attention to detail	Yes	
	Strong administrative skills	Yes	
	Commitment to upholding the values and standards of Westminster School	Yes	
	A confident team player, with the ability to build effective working relationships	Yes	