ALL SAINTS RC HIGH SCHOOL

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| **Person specification form** | | | |
| **Post title:** Business Support Officer – HR, Cover, Governance | | **Grade: 4** | |
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| **Establishment:** All Saints RC High School | | | |
| **Requirements**  **(based on the job description)** | **Essential (E)**  **or**  **desirable (D)** | | **To be identified by: application form (AF),**  **interview (I),**  **test (T), or**  **other (give details)** |
| **Qualifications:** |  | |  |
| 5 GCSEs including Maths and English Grade C or above | E | | AF |
| Commitment to ongoing professional development | E | | AF |
|  |  | |  |
| **Experience:** |  | |  |
| Experience of working in an administration role in a busy and fast-paced environment  Experience of working in line with policies / regulations / legislation | E  D | | AF/I  AF/I |
| Experience of working / providing support in a HR capacity | D | | AF/I |
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| **Knowledge, skills and abilities:** | |  |  |
| Ability to deal with sensitive matters with a caring manner | | E | AF/I |
| Ability to manage a varied workload as well as delivering to timescale | | E | AF/I/T |
| Knowledge of academy legislation and national and local conditions of service for teachers and support staff | | D | AF/I |
| Strong ICT skills | | E | AF/I |
| Analytical skills, including use of Excel | | E | AFI |
| Excellent verbal and written communication skills | | E | AF/I |
| Excellent planning and organisation skills | | E | AF/I |
| Ability to maintain strict confidentiality and discretion at all times | | E | AF/I |
| **Personal Qualities:** | |  |  |
| Emotional resilience | | E | AF/I |
| Committed to the development and ethos of the School/Trust | | E | AF/I |
| Ability to self-evaluate and reflect | | E | AF/I |
| Ability to build and maintain effective working relationships with a wide variety of people | | E | AF/I |
| Ability to work under pressure and to strict deadlines | | E | AF/I |
| Reliable, flexible and approachable | | E | AF/I |
| Committed to own professional development | | E | AF/I |
| **Other** (including special requirements)   1. Commitment to safeguarding and protecting the welfare of children and young people 2. Commitment to equality and diversity 3. Commitment to health and safety | | E  E  E | I  I  I |
| **Prepared by:** | C Jenkinson, HR Manager | **Date:** | September 2022 |
| **Note: We will always consider your references before confirming a job offer in writing**. | | | |