

HR and Personnel Officer

The following list is indicative of the kind of person we are looking for but **not all of these criteria are essential**. However, please do try to give evidence of how you fulfil the majority of these requirements in your application.

PERSON SPECIFICATION	Essential / Desirable
Qualifications:	
Active CIPD membership (Associate or above)	D
CIPD Level 3 (minimum) or working towards with equivalent demonstrable experience	E
Good Level of education equivalent to 5 passes at GCSE (levels 9 to 4)/NVQ 2 or demonstrable relevant experience showing clear evidence of excellent numeracy and literacy	E
Experience:	
Working in a HR environment	E
Familiarity with HR systems or other management reporting systems	E
Contributing to the improvement of people-related policy or practice	E
Management of a small team	D
Working in a large and diverse organisation	D
Knowledge, Skills and Abilities:	
Working knowledge of KCSIE	D
Ability to prioritise and manage own and others workloads.	E
Working knowledge of HR Information System for school	D
Working knowledge of the safeguarding procedures in education	D
Working on own initiative and making judgements within the boundaries of the role	E
Ability to complete tasks and projects on time and to a high standard	E
Ability to prioritise and handle a demanding load	E
Knowledge of a range of HR practices and procedures acquired through relevant training and/or experience	E
Excellent standard of verbal communication, able to convey advice clearly and concisely	E
Excellent interpersonal skills with the ability to develop successful working relationships	E
Good standard of written communication, able to write fluently and concisely with attention to detail e.g. letters, reports, policies	E
Excellent IT skills and good working knowledge of MS computer packages	E
A team-based approach to work	E

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Good time management skills, together with a methodical and organised approach to work	E
Working knowledge of education legislation, safeguarding legislation, DfE guidance and publications	D
Further Requirements:	
Commitment to Equality and Diversity	E
An understanding of, and commitment to safeguarding	E