 **Person Specification – HR Manager**

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| **Method of Assessment (MoA)** | AF Application Form | C Certificate | I Interview | T Test or Exercise | P Presentation |

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| **Criteria** | **Essential** | **Essential**  | **Desirable** | **MoA** |
| **Education / Qualifications**NB: Full regard must be paid to overseas qualifications. |  |  |  |
|  | * Educated to A level standard or equivalent
 | Yes |  |  |
|  | * Relevant qualifications in Human Resources. Hold a Chartered Institute of Personnel and Development (CIPD) Level 5 Diploma or higher
 |  | Yes | AF, C |
|  | * Evidence of continued HR related professional development
 | Yes |  | AF |
|  | * A\* - C in GCSE English or equivalent
 | Yes |  | C |
|  | * A\* - C in GCSE Maths or equivalent
 | Yes |  | C |
| **Experience**Relevant work and other experience |  |  |  |
|  | * Proven experience in a Human Resources environment in a generalist role
 | Yes |  | AF, I |
|  | * Experience of working collaboratively cross-functionally with others, at all levels, to review, develop and implement effective human resources policies and procedures
 | Yes |  | AF, I |
|  | * Experience of advising and managing staff on a variety of HR issues such as salary and absence
 | Yes |  | AF, I, T |
|  | * Experience of managing employment casework
 | Yes |  | AF, I |
|  | * Experience of HR recruitment and selection procedures
 | Yes |  | I |
|  | * Experience of leading change management, including reorganisation and redundancy
 |  | Yes | I |
|  | * Experience and proven ability to work positively and effectively with trade unions
 |  | Yes | I |
|  | * Experience and knowledge of payroll and pension procedures, ideally with regards to school teachers pay and conditions document and local government pay and conditions for schools
 |  | Yes | AF, I |
|  | * Experience of working with Disclosure and Barring Service / safeguarding protocols
 | Yes |  | I |
| **Skills & Ability**e.g. written communication skills, dealing with the public etc. |  |  |  |
|  | * The ability to work positively and professionally with colleagues, including during difficult and emotional situations
 | Yes |  | I |
|  | * Demonstrated ability to coach and develop senior leaders and managers to improve their leadership and people management skills
 | Yes |  | AF, I, T |
|  | * Use of numeracy skills to undertake tasks in connection with HR metrics, reports, evaluation of projects, salary reconciliation processes and terms and conditions of employment
 | Yes |  | I, T |
|  | * Able to support advancements in recruitment and retention, absence management, performance management, learning and development and employee engagement
 | Yes |  | AF, I |
|  | * Excellent verbal and written communication skills, with the ability to communicate complex HR concepts in a clear and understandable way to diverse audiences.
 | Yes |  | AF, I, P |
|  | * Proactively support the development of policies and procedures in accordance with statutory requirements and organisational needs.
 | Yes |  | I |
|  | * Fully utilises HR and business data to inform decision making and action planning.
 | Yes |  | I |
|  | * IT literate and confident using HR systems, Teams, Word and Excel
 | Yes |  | I, T |
|  | * Able to work calmly under pressure. Demonstrate professional integrity and a high level of emotional resilience
 | Yes |  | I |
|  | * Ability to work autonomously and flexibly and lead a team without direction
 | Yes |  | I |
| **Knowledge & Understanding** |  |  |  |
|  | * Knowledge of terms and conditions of employment and their application. Detailed working knowledge of all aspects of HR management, including statutory regulations, including employment law and guidance relating to the post
 | Yes |  | AF, I |
|  | * Understanding of national terms and conditions and experience of working in an educational environment to implement guidance in line with the Burgundy / Green Book and STPCD
 |  | Yes | I |
|  | * The role of HR in relation to safeguarding (ideally in educational settings)
 | Yes |  | I |
|  | * A good understanding of School Teachers’ Pay and Conditions and NJC or support staff terms and conditions and the impact on pay
 |  | Yes | I |
|  | * Data protection and confidentiality
 | Yes |  | I |
| **Other** | An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by **Part 7 of the Immigration Act 2016**Ability to demonstrate commitment to Equal OpportunitiesKnowledge of child and adult protection procedures and commitment to safeguarding pupils and studentsAbility to establish and develop positive working relationships |