



HR Officer

PERSON SPECIFICATION

Essential	Desirable	Evidence
Qualifications and experience:		
<p>Studied to a minimum standard of GCSE (grade A*–C) or equivalent, in English and mathematics.</p> <p>Experience of working in a busy office environment.</p> <p>Previous personnel and administration experience (at least one year).</p>	<p>Personnel (HR) related qualifications or related qualification in further or higher education.</p> <p>Experience of working in a school or similar establishment.</p>	<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p> <p>Certificate/s (to be available on request)</p>
Knowledge and skills:		
<p>Ability to build and form good relationships with colleagues and students.</p> <p>Ability to work constructively as part of a team, understanding school roles and responsibilities including own.</p> <p>Verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals.</p> <p>Good standard of numeracy and literacy skills.</p> <p>Ability to proficiently use office computer software including word-processing, spreadsheet, database and internet systems.</p> <p>Ability to absorb and understand a wide range of information.</p> <p>Ability to maintain accurate records and filing systems.</p> <p>Ability to deal with confidential data / issues appropriately.</p>	<p>Working knowledge of SIMS or similar management information or HR systems.</p> <p>Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation such as maternity/paternity/adoption leave.</p> <p>Working knowledge of payroll / pension provision.</p>	<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>
Personal qualities:		
<p>Initiative and ability to prioritise one's own work.</p> <p>Able to follow direction and work in collaboration with line manager.</p> <p>Able to work flexibly to meet deadlines and respond to unplanned situations.</p> <p>Able to attend evening meetings if required.</p>		<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>

<p>Efficient and meticulous in organisation.</p> <p>Desire to enhance and develop skills and knowledge through CPD.</p> <p>Commitment to the highest standards of child protection and safeguarding.</p> <p>Recognition of the importance of personal responsibility for health and safety.</p> <p>Commitment to the school's ethos, aims and community.</p>		
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