

PERSON SPECIFICATION – HR Manager

Next review: December 2021

Essential	Desirable	Evidence
Qualifications and experience		
<ul style="list-style-type: none"> 5 GCSEs including English and Maths (Grade A* - C/ 9 to 4) or equivalent. A-Level or equivalent qualifications Experience of working in a busy office environment Previous personnel (HR) and administration experience (at least two years) 	<ul style="list-style-type: none"> Recognised HR qualification/s and/or significant experience in field. Higher education qualifications relevant to the field. Experience of working in a school or similar environment Safer Recruitment trained 	Application form Letter of application References Interviews Certificate/s (to be available at interview)
Knowledge and skills		
<ul style="list-style-type: none"> Ability to build and form good relationships with colleagues, students, and other professionals. Able to lead, develop and motivate a team of staff, delegating duties as required. Ability to work constructively as part of a team, understanding school roles and responsibilities including own. Verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals. Good standard of numeracy and literacy skills Excellent IT skills including MS Word, Excel, Outlook, Sharepoint, Teams 	<ul style="list-style-type: none"> Experience of recruitment strategies and procedures. Knowledge and understanding of safer recruitment requirements in schools. A current knowledge and understanding of employment law, appropriate education legislation and requirements of employment contracts. Working knowledge of payroll/pension administration. 	Application form Letter of application References Interviews

Essential	Desirable	Evidence
Personal qualities		
<ul style="list-style-type: none"> • Excellent interpersonal skills with ability to maintain strict confidentiality. • A diplomatic and patient approach. • An ability to be empathetic and supportive • Able to deal with confidential data / issues appropriately. • Initiative and ability to prioritise one's own work and that of others to meet deadlines. • Able to follow direction and work in collaboration with the SLG. • Efficient and meticulous in organisation. • Able to work flexibly, adopt a 'hands on' approach, and respond to unplanned situations. • A willingness to seek specialist advice and awareness of where to seek it. • Commitment to the highest standards of child protection and safeguarding. • Recognition of the importance of personal responsibility for health and safety. • Commitment to the school's ethos, aims and its whole community. 		<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>