



St Nicholas Church of England Primary School

Person Specification for HR Manager

CRITERIA	QUALITIES
Qualifications and Training	<ul style="list-style-type: none">• A relevant HR qualification, such as a CIPD qualification or degree• GCSEs in English and Maths
Experience	<ul style="list-style-type: none">• Experience working in an HR department• Developing, managing and operating HR systems• Working with senior stakeholders• Experience working in the education sector preferable
Skills and Knowledge	<ul style="list-style-type: none">• Excellent knowledge of employment law and safer recruitment• Good knowledge of the conditions of service for school staff• Understanding of data protection and confidentiality• Excellent attention to detail• Effective communication and interpersonal skills• Excellent time management• Ability to build effective working relationships with staff and other stakeholders• Ability to use IT packages including word processing, spreadsheets, emails and management information systems• Knowledge of starter, leaver, absence and ad-hoc working information required for Payroll
Personal Qualities	<ul style="list-style-type: none">• Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils• Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school• Ability to work under pressure and prioritise effectively• Commitment to maintaining confidentiality at all times• Commitment to safeguarding and equality• Ability to conduct robust and fair meetings with employees

Notes:

This job description may be amended at any time in consultation with the postholder.