

Northern Star Academies Trust
NSAT HR Officer
Person Specification

	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> 4 or more GCSEs at grade 5/C or above, including English and Maths (or equivalent) experience of working in a similar role, in a busy administrative environment experience of working to deadlines ability to manage conflicting demands and competing priorities 	<ul style="list-style-type: none"> L3/L5 or working towards a CIPD HR Qualification experience of working in a school environment (understanding of safeguarding and child protection issues)
Knowledge and understanding	<ul style="list-style-type: none"> knowledge of effective HR systems (or equivalent) and processes basic knowledge and understanding of employment legislation understanding of data protection/GDPR good IT skills with knowledge of Microsoft Office Packages including Word, Outlook and Excel 	<ul style="list-style-type: none"> safer recruitment training, or understanding of recruitment in a school environment
Skills and abilities	<ul style="list-style-type: none"> ability to communicate effectively to a range of audiences (internal and external) through strong inter-personal, written, oral and presentation skills sound judgment and ability to make decisions based on understanding of relevant information able to prioritise work and to manage work to meet tight deadlines adaptability to changing circumstances/ideas work as an effective team member and apply given instructions able to organise, plan and complete tasks seek support and advice when necessary ability to work as part of a team 	
Personal qualities	<ul style="list-style-type: none"> able to deal sensitively with people in difficult situations adaptability to changing circumstances/new ideas reliability and integrity and a commitment to confidentiality dependable, reliable and accountable for own behaviour high personal standards and able to provide a role model to others 	<ul style="list-style-type: none"> a commitment to developing a career as an HR generalist