



BISHOP CHADWICK CATHOLIC EDUCATION TRUST

PERSON SPECIFICATION

POST TITLE: People Coordinator – Term Time only plus 15 days (TT includes 5 inset days which would be worked in addition to the 15)

GRADE: Band 5 SCP 17

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications Educational Attainment	Maths and English GCSE Grade A - C/ 4 – 9 or equivalent Demonstrate evidence of continued professional development	CIPD Certificate in Personnel Practice (or equivalent Level 3 qualification in a relevant subject) GDPR training Safer Recruitment training	Application form/certificates
Work Experience	Substantial experience of working in HR administration or administration in a school environment Experience of working in a busy, face paced environment Experience of handling sensitive and confidential information Experience of providing advice/support to internal/external customers Experience of supporting recruitment activities Experience of adhering to HR policies and supporting others	Experience of working in Education Experience of working across more than one site Experience of Teachers Pay and Conditions Document and Support Staff Terms and Conditions Experience of supporting with the design, delivery and organisation of training Experience of working in a HR administration or HR advisory role Experience of working with Trade Unions	Application form/references /interview/ selection

	Experience of using management information systems/databases, such as HR systems, SIMS etc	Experience of processing payroll information Experience of note taking	
Knowledge/ Skills and abilities	Effective written and verbal communication skills and the ability to share ideas clearly Proven ability to work under pressure to tight deadlines on a number of different tasks at a time Initiative to plan and make decisions Ability to work independently and take initiative Ability to interact with people at all levels in the organisation Ability to work as part of a team Organisational skills to plan own workload IT Literate, capable of using a range of Microsoft packages (Word / Excel/ Teams Outlook/ PowerPoint)	Understanding of pressures and demands faced in schools in relation to people, education and safeguarding Knowledge of Keeping Children Safe in Education, including Safer Recruitment Ability to develop procedures and routines to support best practice	Application Form References/ Interview/ Selection
Other	Enhanced clearance from the Disclosure and Barring Service Willingness to attend training as required Willingness and ability to travel to schools when needed e.g. own car or public transport	Full driving license with access to a vehicle to travel to schools or access to mobility support	Enhanced DBS Interview