



PERSON SPECIFICATION

HR & SIMS Manager

Criteria	Essential	Desirable	Assessment Method
Experience	<ul style="list-style-type: none">- Managing HR processes including recruitment and compliance- Experience of SIMS or a similar MIS within a school setting	<ul style="list-style-type: none">- Experience of using the Local Authority IBC system- Working in an HR or administrative role within a school or similar setting- Coordinating daily lesson cover arrangements	Application form Interview References
Training & Qualifications	<ul style="list-style-type: none">- Educated to minimum GCSE level including English and Maths	<ul style="list-style-type: none">- HR-related qualification- Qualification in office management or administration	Application form Qualification certificates
Skills	<ul style="list-style-type: none">- Excellent administration and organisational skills- Strong ICT skills including HR and MIS systems- Ability to analyse data and produce reports- Good communication and interpersonal skills	<ul style="list-style-type: none">- Advanced Excel and data analysis skills	Application form References
Personal Qualities	<ul style="list-style-type: none">- Ability to work on own initiative and under pressure- Highly organised and methodical- Positive “can do” attitude- Flexible and solution-focused approach		Application form Interview References
Other	<ul style="list-style-type: none">- Willingness to undertake relevant training- Commitment to safeguarding and confidentiality		Application form Interview