

Person Specification

Job Title: **HR Officer**

Salary: Scale 6, 36 Hours, 40 Weeks (plus two weeks during school holidays)

Contract Type: Full Time, Permanent

Reporting To: Director of Operations

It is recognised that candidates may not meet all of the Essential criteria but we are looking for the best fit for our students and school.

EDUCATION

		Evident in Application	Evident at Interview
<i>Essential</i>			
1.	A relevant or working towards a HR qualification such as CIPD level 3 minimum	✓	
<i>Desired</i>			
2.	GCSEs in English and Maths	✓	

EXPERIENCE

<i>Essential</i>			
3.	Experience of working in a busy HR office environment	✓	
4.	Developing, managing and operating HR systems	✓	
5.	Excellent communication skills, written and verbal	✓	
6.	Ability to liaise effectively with a wide range of people of all ages and backgrounds	✓	
7.	Evidence of excellent attention to detail and accuracy	✓	
8.	Proven administrative skills	✓	
9.	Organised and able to work with the minimum of supervision		✓
10.	Ability to work with sensitive information, maintaining high levels of confidentiality	✓	
11.	Evidence of ability to work flexibly and support colleagues		✓
12.	Ability to contribute constructively and be a positive team member	✓	
<i>Desirable</i>			
13.	Experience of working in a school setting	✓	
	Working with senior stakeholders	✓	
14.	Understanding of and commitment to equal opportunities and safeguarding children		✓

SKILLS & KNOWLEDGE

<i>Essential</i>			
15.	Understanding of data protection and confidentiality	✓	
16.	Excellent attention to detail	✓	
17.	Effective communication and interpersonal skills	✓	
18.	Excellent time management	✓	
19.	Ability to build effective working relationships with staff and other stakeholders	✓	

20.	Ability to use IT packages including word processing, spreadsheets	✓	
<i>Desirable</i>			
21.	Good knowledge of employment law and safer recruitment requirements	✓	
22.	Good knowledge of the conditions of service in the Burgundy and Green Book	✓	

PERSONAL

<i>Essential</i>			
23.	Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils	✓	
24.	Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school	✓	
25.	Ability to work under pressure and prioritise effectively	✓	
26.	Commitment to maintaining confidentiality at all times	✓	
27.	Commitment to safeguarding and equality	✓	
28.	Evidence of energy, enthusiasm and resilience.		✓
29.	A strong sense of loyalty to the school.	✓	
30.	A warm personality and approachability.	✓	✓
31.	Evidence of effective team work and a caring approach in all interactions.	✓	✓
32.	An ability to maintain professional integrity even when under pressure.		✓
33.	A good work ethic and a professional approach.		
<i>Desirable</i>			
34.	Good sense of humour and perspective.		✓
35.	An interest in developing professionally.	✓	✓

June 2024

Signed: Date: