

PERSON SPECIFICATION HR OFFICER

Accountable to: Principal



Criteria	Essential	Desirable	Evidence
Qualifications/ Education	<ul style="list-style-type: none"> • Experience of working in a Generalist HR environment • Evidence of continuing professional development 	<ul style="list-style-type: none"> • Qualified to CIPD Level 3 or equivalent (or working towards Level 3) • Specialist / Bespoke Educational HR 	<ul style="list-style-type: none"> • Application/Interview/ Certificate
Experience	<ul style="list-style-type: none"> • Handling employee relations casework • Experience as an HR generalist • Experience of managing staff absence, overseeing recruitment including compliance with safeguarding requirements • Excellent verbal and written communication skills appropriate to the need to communicate effectively with colleagues, children and other professionals 	<ul style="list-style-type: none"> • Working knowledge of law with regard to contracts, Freedom of Information Act, copyright and data protection. • Experience of working in a standalone HR role, with responsibility for both strategic direction and day-to-day operations • Demonstrable knowledge of generic HR best practice and employment legislation • Experience of working in schools, or other educational organisations • Payroll experience 	<ul style="list-style-type: none"> • Application/ Interview/ References

Professional /Personal Skills	<p>Proven ability to:</p> <ul style="list-style-type: none"> • Present excellent written and verbal communication skills, with the ability to adapt messages to suit the audience being addressed • Promote interpersonal skills demonstrating diplomacy and discretion • Show a good level of IT competency • Inspire others with confidence and knowledge • Communicate effectively to groups and individuals, orally and in writing • Resolve conflict through active listening and negotiation • Demonstrate a flexible approach and a willingness to listen to others • Good organisational skills • Remain calm when working under pressure. • Ability to show patience and empathy • Protect sensitive data and work with data protection standards and GDPR. 	<ul style="list-style-type: none"> • Evidence of coaching and/or mentoring • Able to effectively resolve HR issues • An understanding of child protection and safeguarding 	<ul style="list-style-type: none"> • Application/ Interview/ References
Personal Qualities	<ul style="list-style-type: none"> • Commitment to the Colleges Vision and Values • Commitment to the highest standards of child protection and safeguarding • Excellent interpersonal and communication skills • Prepared to challenge constructively, and be solutions-focused with regard to current and historical working practices • High level of professionalism and integrity, with the ability to maintain confidences • Discipline and resilience to complete tasks often 	<ul style="list-style-type: none"> • Experience of supporting staff with difficult situations 	<ul style="list-style-type: none"> • Application/ Interview/ References

	without support or supervision <ul style="list-style-type: none"> • Ability to form positive working relationships with staff at all levels throughout the school 		
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Criteria	Essential	Desirable	Evidence
Other Requirements	<ul style="list-style-type: none"> • Positive recommendation from present employer • Satisfactory attendance record 		<ul style="list-style-type: none"> • Letter • Reference

The successful candidate would be expected to maintain a well-organised, creative, safe and friendly environment.

Candidates are asked to address as many of the person specifications as possible in their application.

