

# PERSON SPECIFICATION



## HUMAN RESOURCES OFFICER

The following outlines the criteria for this post.  
Applicants should describe in their application how they meet the criteria.

### **Requirement: Essential (E) / Desirable (D)**

#### **Qualifications:**

GCSE's (or equivalent) including English and Maths (Grade C/4 or above) (E)

Degree or equivalent qualification (D)

CIPD qualified (Level 5) (D)

#### **Experience:**

Experience of working in a varied and busy HR department (E)

Good working knowledge of employment law (E)

Experience of supporting recruitment processes (E)

Experience of maintaining accurate records and systems (E)

Experience of handling confidential and sensitive information appropriately (E)

Experience of working in education (D)

Experience supporting employee relations processes (D)

Knowledge of safeguarding and child protection (D)

Knowledge of SEND (D)

Safer recruitment trained (D)

#### **Skills:**

Strong organisational skills with the ability to prioritise workload and meet deadlines (E)

High levels of accuracy and attention to detail (E)

Ability to handle sensitive matters with discretion and professionalism (E)

Proven ability to develop and maintain effective working relationships at all levels (E)

Able to use initiative and work independently as well as part of a team (E)

Excellent administration skills and a confident user of MS Office packages and HR information systems (E)

Approachable with excellent people skills (E)

Strong commitment to confidentiality and integrity (E)

Professional positive and can-do attitude (E)

Proactive and willing to learn (E)

Commitment to equality, diversity and inclusion (E)