

Recruitment and HR Officer Person Specification

Requirement	Essential	Desirable
Qualification		<ul style="list-style-type: none"> • CIPD
Experience	<ul style="list-style-type: none"> • High level of competency in ICT (email, Word, Excel, PowerPoint, SIMs etc.) • Previous experience of working within an administration role. 	<ul style="list-style-type: none"> • Experience of working within a school/Trust • Previous HR experience
Knowledge	<ul style="list-style-type: none"> • Evidence of excellent administration skills. 	<ul style="list-style-type: none"> • HR practice • HR Information systems • Evidence of excellent end to end recruitment experience and HR administration
Skills	<ul style="list-style-type: none"> • Excellent interpersonal skills and the ability to work within a team environment • Proven organisational skills and the ability to prioritise in a busy office environment • Ability to build positive relationships with staff • Ability to work under pressure and meet deadlines • Ability to work independently and as part of a team • Willingness to take responsibility 	
Personal Qualities	<ul style="list-style-type: none"> • Excellent time management and organisational skills • Adaptable and flexible approach • Ability to demonstrate an understanding of the importance of care, sensitivity and confidentiality when dealing with new starters and current staff • A well organised person able to manage time effectively, to delegate, to prioritise and to meet deadlines • Ability to build, support, motivate and work as part of a high performing team • Able to use own initiative and enjoy attention to detail. 	