

## Person Specification

<b>Title:</b>	Trust HR Officer	<b>Grade:</b>	TSPT5
<b>Department:</b>	HR	<b>Reports to:</b>	Trust Support Manager
<b>Specification</b>	<b>Essential</b>	<b>Desirable</b>	
<b>Qualifications and Training</b>			
Minimum GCSE grade A-C in Maths and English, NVQ Level 3 or equivalent qualification in relevant discipline	*		
<b>Professional Experience</b>			
Previous experience in HR service delivery		*	
Previous administration experience	*		
Considerable experience of Microsoft and Google Software	*		
Experience of using HR management information systems		*	
<b>Knowledge and Understanding</b>			
Strong organisational skills	*		
Great attention to detail	*		
Ability to work independently but also work effectively as part of a team	*		
Knowledge of relevant HR policies and procedures and an awareness of relevant legislation	*		
Ability to set and work to agreed targets and work schedules whilst managing conflicting deadlines	*		
Ability to communicate effectively with all stakeholders (verbal and written)	*		
Ability to work pro-actively and use initiative, with good problem-solving skills	*		
<b>Personal Qualities</b>			
An approachable and caring manner	*		
Ability to multitask, manage time well and work under pressure to deadlines	*		
Enthusiastic and energetic	*		
Flexible and adaptable	*		
Organised, efficient and effective	*		
Ability to work well as part of a team	*		
Ability to share knowledge and best practice to all stakeholders	*		
<b>Safeguarding</b>			
Have knowledge and understanding and commitment to safeguarding and promoting the welfare of pupils	*		
Able to form and maintain appropriate relationships and personal boundaries with pupils	*		