

Person Specification for the Post of:

HR & Cover Coordinator

Attributes	Requirements	Essential	Desirable
Qualifications & Training	Good numeracy and literacy skills, at least equivalent to RQF Level 2	✓	
	Right to work in the UK	✓	
	CIPD Level 3 qualification or higher		✓
Experience	Evidence of ability to work flexibly and support colleagues	✓	
	Experience of working effectively in a busy environment, prioritising own workload and dealing with competing priorities and deadlines	✓	
	Knowledge and experience of using Microsoft Office systems	✓	
	Knowledge and understanding of data protection issues and legislation	✓	
	Knowledge and experience of SIMS or similar MIS	✓	
	Experience of using the school's MIS to allocate cover and make room changes is preferred		✓
	Experience of working in an educational setting		✓
Personal & Professional Skills & Attributes	A well organised and efficient approach to routine tasks, with excellent time management skills, ensuring systems are in place to meet deadlines	✓	
	Resilient, with a flexible and adaptable manner	✓	
	Ability to ensure a high standard of work in terms of presentation, accuracy and layout, with effective written communication skills	✓	
	A desire to develop HR skills and contribute to the School's HR function	✓	
	Ability to remain calm and helpful under pressure, dealing skilfully with unanticipated situations and always ensuring a professional response	✓	
	An understanding of the need to maintain confidentiality	✓	
	A good sense of humour with the ability to demonstrate commitment, drive and enthusiasm	✓	
	Ability to work effectively as a member of a team, establishing positive relationships with colleagues and asking for help when needed, as well as the ability to work unsupervised utilising their own initiative	✓	
	An enquiring mind, interested in researching new systems, more efficient ways of working, etc	✓	
	Supportive of the school's excellent staff attendance and punctuality record	✓	
	Honesty and integrity	✓	
	Willingness to work flexibly if needed		✓
	Ability to negotiate to get best value when booking cover, events, training, etc		✓
Other	Commitment to equality of opportunity and the safeguarding and welfare of all students	✓	
	Committed to promoting the ethos of the school	✓	
	Set a good example in terms of dress, punctuality and attendance	✓	
	Willingness to identify own training and development needs and participate in development and training opportunities	✓	
	This post is subject to an enhanced Disclosure and Barring Service check	✓	