



Chessington School

Human Resources Officer

Person Specification

March 2026

Experience	Essential or Desirable	Evidence Source
Minimum of 2 years relevant work experience	Essential	A,I
Experience of working in an educational environment	Desirable	A,I
Working with people at all levels both internally and externally	Essential	A,I
Delivery to tight deadlines	Essential	A,I

Knowledge, Skills and Abilities	Essential or Desirable	Evidence Source
Excellent organisational, interpersonal, and administrative skills	Essential	A, I, R
Excellent written and oral communication and presentation skills	Essential	A,I
Ability to manage own workload and prioritise tasks and work to deadlines	Essential	A,I
Ability to work well under pressure	Essential	A,I
Excellent IT skills, e.g. Microsoft package	Essential	A,I
Meticulous attention to detail & able to produce accurate high-quality work	Essential	A,I
Able to work on own initiative and under direction	Essential	A, I, R
Able to evaluate learning needs & seek opportunities to address	Essential	A,I

Qualifications and Training	Essential or Desirable	Evidence Source
Good standard of education	Essential	A

Personal Attributes	Essential or Desirable	Evidence Source
Good interpersonal skills, warm and friendly team player	Essential	I, R
Responsible, calm, confident and a clear communicator	Essential	A, I
Flexible, efficient, solution focussed and highly organised	Essential	A, I
Sensitivity, diplomacy, integrity and awareness of confidentiality	Essential	I, R
Resilient and self-motivated with a commitment to continued improvement and personal development	Essential	I

* Method of Assessment: A = Application Form; I = Interview, R = Reference

The Governing Body are committed to safeguarding and promoting the welfare of children and young persons and the Headteacher must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the DBS