



## PERSON SPECIFICATION

<b>JOB TITLE</b>	HR Officer
<b>DEPARTMENT</b>	Human Resources
<b>LINE MANAGER</b>	Head of HR
<b>RESPONSIBLE TO</b>	Warden

The successful candidate will be required to fulfil all duties as outlined in the job description. In addition to this, the candidate should possess the following competencies which are essential to this position:

CRITERIA	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS:</b>		
Educated to degree level or similar.	√	
CIPD Level 3 qualified or working towards.		√
Up-to-date knowledge of employment law and its practical application.	√	
Familiarity with The Home Office Immigration Department's guidance And requirements.		√
<b>EXPERIENCE:</b>		
Experience of working in an HR department.	√	
Experience of working in a School.		√
Experience of working in a similar sized organisation, preferably an educational setting.	√	
Experience of implementing HR policies and procedures.	√	
<b>SKILLS, QUALITIES &amp; ATTRIBUTES:</b>		
Calm and professional under pressure, with an ability to demonstrate sound judgement and timely action when appropriate.	√	
Understanding of safeguarding within a school and a robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and understanding how and when to take appropriate action.	√	
Good understanding of and demonstrated ability to apply data protection requirements and maintain confidentiality.	√	
Must be highly adaptable and able to respond effectively to tasks and priorities that may change at short notice.	√	
Strong interpersonal, written, and verbal communication skills, with the ability to build positive working relationships with all stakeholders.	√	
High levels of organisation, attention to detail and self-motivation.	√	
Ability to prioritise and meet deadlines.	√	
Ability to demonstrate tact, diplomacy and sensitivity when necessary.	√	
Willingness to adopt and promote the values and culture of the School.	√	
Enthusiastic, with an eagerness to learn and develop skills.	√	

Forest School is committed to safeguarding and promoting the welfare of children. Appointment to this position requires an enhanced DBS disclosure.

Ability to think strategically and work collaboratively in alignment with the School's values and mission.	√	
Excellent IT skills, including Microsoft Office, MIS systems (particularly iSAMS), and HRIS platforms such as EVERY HR, with a strong focus on data accuracy and system maintenance.	√	