



# Person Specification

## Trust HR Manager

### Grade 11-13

*This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006.*

*Dorothy Goodman School is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.*

ESSENTIAL	DESIRABLE	Where tested; A - Application I + Ac = Interview and/or activities R = References
<b>Qualifications</b>		
Evidence of significant, up-to-date training in HR legislation and compliance (such as a relevant CIPD qualification).	CIPD Level 5 Associate Diploma with a willingness to work towards Level 7.	<b>A</b> I + Ac
High level of numeracy and literacy skills.		<b>A</b> I + Ac
Professional qualification / degree completed equivalent to Level 5.	Membership in a relevant professional body (e.g., CIPD).	<b>A</b>
<b>Experience</b>		
3 – 5 years' experience in a HR Management position.	Experience in managing HR processes across multi-site operations within education.	<b>A</b>
Extensive knowledge and practical experience of statutory compliance across all areas of HR (e.g., employment law, equality act, etc.)	Knowledge of the specific financial and regulatory framework within a Multi-Academy Trust or Education setting.	<b>A</b>
Significant experience of working within a fast-paced HR team and delivering a high-quality HR advisory service.	Knowledge of education frameworks and terms and conditions.	<b>A</b>
<b>Culture, Values and Ethos</b>		
Empathy with children and young people with additional needs as well as their families and homes.	Knowledgeable about safeguarding and the additional vulnerabilities of disabled children and young people and how this impacts our practices.	<b>I + Ac</b>
A commitment to actively promoting fair treatment, valuing differences, and ensuring everyone feels respected and belongs within our organisation.		<b>I + Ac</b>
A genuine interest and understanding on how to help people succeed in their roles.		<b>I + Ac</b>
Willingness to undertake specific professional development / training related to the role		<b>A</b> I + Ac
Demonstrates a proactive, solution-focused approach to problem-solving.		<b>I + Ac</b> R
Commitment to the highest standards of professional integrity, diligence, and compliance.		<b>I + Ac</b> R

Willingness to work in accordance with OTP and school policy and procedures		I + Ac R
<b>HR Management</b>		
Strong knowledge and ability to interpret current employment law, legislation and codes of practice.	An understanding of education legislation that impacts upon employment of staff within schools.	I + Ac
Have an excellent understanding of the Equality Act of 2010 and Employment Rights Act 1996/2025.		I + Ac
The ability to effectively support in the management of formal employee relations cases.		A I + Ac
The ability to maintain confidentiality and remain impartial at all times.		I + Ac R
The ability to develop and implement effective learning and development frameworks and strategies across the Trust.		A I + Ac
High level of literacy and numeracy, with proficiency in IT, including standard Microsoft Office suite, Google, and experience using HRMS (Human Resource Management System) systems.	Understanding and experience of AI to improve HR workflows	I + Ac
Ability to prioritise and manage a demanding workload across multiple sites, remaining calm and effective under pressure.		I + Ac
<b>Leadership and Management</b>		
Excellent leadership, line management, and team-building skills, capable of motivating, coaching, and developing colleagues both centrally and across the Trust.		I + Ac R
Outstanding communication skills, with the ability to influence and collaborate effectively with Headteachers, the DoPO, Executive Leadership, Trustees, Trade Unions, and external partners.		I + Ac R
Ability to work independently adapting your approach to the needs and deadlines of the work required.		I + Ac R
<b>Community</b>		
Able to communicate effectively with pupils, families, visitors and colleagues.	Ability to communicate with children and young people with additional communication	I + Ac R

	and interaction needs.	
<b>General</b>		
Holds a valid UK Driving Licence and access to a vehicle to travel between school sites.		<b>A</b>
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Duty 2010		<b>I + Ac R</b>
An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations.		<b>I + Ac R</b>